
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS-SDS

September 5, 2019

DIVISION MEMORANDUM

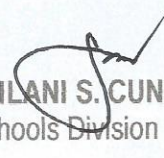
No. 310 S. 2019

SUBMISSION OF APPLICATION FOR LEAVE OF ABSENCE

To : Elementary and Secondary School Heads/ OICs
 Public Schools District Supervisors
 All Other Concerned

RELEASED
 SEP 04 2019
 By DepEd Angeles City
 Division of City Schools

1. This is to inform the field regarding the submission of Form 6 (Application for Leave).
2. Application for a vacation leave shall be filed in this office five (5) days before going on such leave.
3. Application for sick leave may be filed in advance (such as scheduled surgery, etc.) or immediately upon return from such leave.
4. All Form 6 (Application for Leave) of teachers/officials filed within the week shall be submitted every Friday of that same week at the Division Office.
5. Failure to comply shall be subjected to a written explanation.
6. For information and strict compliance of all concerned


LEILANI S. CUNANAN, CESO V
 Schools Division Superintendent

CR# 2019-270

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