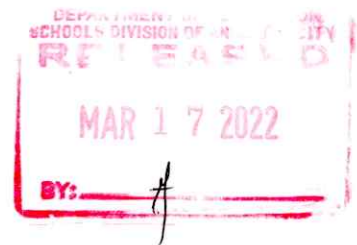




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



March 17, 2022

DIVISION MEMORANDUM
NO. 110 S. 2022

ADDENDUM TO DIVISION MEMO NO. 109, S. 2022 DATED MARCH 16, 2022
("USE OF CIVIL SERVICE FORM 6 REVISED 2020 IN FILING LEAVE OF ABSENCES")

TO: Assistant Schools Division Superintendent
Chief, SGOD
OIC Chief, CID
Unit Heads
All Heads of Public Elementary, Secondary, Integrated and Senior High Schools
All Teaching and Non-Teaching Personnel
All concerned

1. Relative to the Division Memorandum No. 109, s. 2022 on the Use of Civil Service Form 6 Revised 2020 in Filing Leave of Absences, please be informed that under Section 3.b (7.B), the authorized official for School Principal is his or her Public Schools District Supervisor. For Section 3.c (7.C and 7.D), the authorized official for Principal is the Assistant Schools Division Superintendent for below 30 days leave of absences. For more than 30 days, the authorized official is the Schools Division Superintendent.
2. Immediate and wide dissemination of this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent *fr*

rba/aaidevi/asds

Control No. 094



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