



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

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## APPLICATION FORMS & REQUIREMENTS

**1. MAGNA CARTA FOR WOMEN 9710 (3 Copies each)**

- Clinical Summary
- Histopathological Report
- Employees Estimated Period of Recuperation
- Form 6
- Medical Certificate (Form 41)
- Division Clearance

**2. PERSONAL LEAVE (3 Copies each)**

- Letter of Intent
- Form 6
- Division Clearance

**3. SICK LEAVE (3 Copies each)**

- Form 6
- Medical Certificate from Physician (*for 5 days Leave*)
- School Clearance (*If 15 days to 29 days leave*)
- Division Clearance (*If 30 days or more leave*)
- Medical Certificate (Form 41)

**4. MATERNITY LEAVE (3 Copies each)**

- Form 6
- Medical Certificate (Form 41)
- Division Clearance

**5. DOUBLE PAY FOR MATERNITY LEAVE (3 Set of Certified True Copies)**

- Request Letter for Double Pay (noted by
- Special Order (Issued upon Return to Duty)
- Return to Duty Form (Approved by SDS)
- Approved Application for Leave
- Birth Certificate of Child
- Certificate of Marriage
- Latest Payslip
- Certified true Copy to Mr. Enrique Pangilinan



Address: Jesus Street, Pulungbulu, Angeles City  
Telephone No. (045) 322-4101  
angeles.city@deped.gov.ph





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**6. TRAVEL ABROAD (5 Copies each)**

- a. 1<sup>st</sup> Endorsement from School Principal
- b. Request Letter of the Applicant (Address to Schools Division Superintendent)
- c. Division Clearance
- d. Administrative Clearance
- e. Form 6
- f. Certificate of Dispense
- g. Clearance for Provident Loan
- h. Certificate of Bonafide Employee
- i. Medical Certificate (for sick leave)
- j. Certificate of Acceptance

**\*Processing Travel Abroad Leave\***

1. Endorsement Letter from the Schools Division Superintendent
2. Letter request of the applicant (starting justifiable reasons)
3. Clearance as to money and property accountabilities & responsibilities (noted by SDS)
4. Certification that he/she has no pending administrative case (noted by SDS)
5. CSC Form 6
6. Certification that his/her services can be dispensed with during vacation leave of absence and explicitly or clearly indicate the name of teacher/ principal who will take over of his/her class during the duration of his/her absence.
7. Certification that he/she did not avail provident loan
8. Certificate of employment (legitimate and bonafide employee)
9. Medical Certificate (for sick leave) and abstract form officially accredited hospital
10. Certificate of acceptance by the concerned employees who will take charge of the duties and functions of the applicant while on vacation leave of absence, noted by the immediate supervisor or head of the school.

Note: Nos. 5, 6 and 10 are not required during Christmas and summer vacation (for teacher)  
Applicant **MUST** file Return to Duty upon returning or before returning to service.

**7. RETURN TO DUTY (3 Copies each)**

- a. Return to Duty Form
- b. Fit to Work certificate signed by the Physician (For Sick Leave/ Maternity Leave)
- c. Form 211 - Medical Certificate (signed by Dra. Donna Batul, Medical)
- d. Birth Certificate of the child ( For Maternity Leave)
- e. Approved Form 6 (release by Mr. Adrian, Personnel)



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**8. TERMINAL LEAVE (3 Set of Certified True Copies)**

- a. Approved Retirement from GSIS
- b. Certificate of Last Payment
- c. Landbank ATM
- d. Notice of Salary Adjustments
- e. Clearances Certificate (Ombudsman, Division, Provident
- f. Service Record
- g. Certificate of Marriage
- h. Teacher's Record Card (Original Appointment and Latest Appointment
- i. Special Order for Resignation/ Retirement

**9. RESIGNATION (3 Copies each)**

- a. Endorsement from School
- b. Resignation Letter
- c. Division Clearance
- d. Administrative Clearance (Administrative Office – Mr. Pangilinan)

**10. STEP INCREMENT (6 Set of Certified True Copies)**

- a. Updated Service Record
- b. Latest Appointment
- c. Latest Payslip

**11. TRANSFER OF STATION**

- a. Endorsement Letter from the School Principal
- b. Letter of Intent
- c. Request for Transfer

**12. CHANGE OF STATUS**

- a. PSA Certificate of Marriage (3 photocopies)
- b. Latest payslip (one copy only)

**13. CORRECTION OF NAME/DATE OF BIRTH**

- a. PSA Birth Certificate (1 photocopy only)



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**14. RETIREMENT PAY (LAST PAY) 3 Set of Certified True Copies**

- a. Certificate of Last Payment (Cashier)
- b. Approved Retirement form GSIS
- c. Last payslip received (if not available, request to Records)
- d. Request Letter
- e. Certified true copy to Mr. Enrique Pangilinan

**15. (PVP) PROPORTIONAL VACATION PAY (3 Set of Certified True Copies)**

- a. Request Letter
- b. Certificate of Last Payment
- c. Special Order for resigned
- d. Last Payslip
- e. Approval of Retirement from GSIS
- f. (SPA) Special power of Attorney if needed
- g. (PVP) Proportional Vacation Pay report (from HR)



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