



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

APPLICATION FORMS & REQUIREMENTS

- 1. MAGNA CARTA FOR WOMEN 9710 (3 Copies each)**
 - a. Clinical Summary
 - b. Histopathological Report
 - c. Employees Estimated Period of Recuperation
 - d. Form 6
 - e. Medical Certificate (Form 41)
 - f. Division Clearance

- 2. PERSONAL LEAVE (3 Copies each)**
 - a. Letter of Intent
 - b. Form 6
 - c. Division Clearance

- 3. SICK LEAVE (3 Copies each)**
 - a. Form 6
 - b. Medical Certificate from Physician (*for 5 days Leave*)
 - c. School Clearance (*If 15 days to 29 days leave*)
 - d. Division Clearance (*If 30 days or more leave*)
 - e. Medical Certificate (Form 41)

- 4. MATERNITY LEAVE (3 Copies each)**
 - a. Form 6
 - b. Medical Certificate (Form 41)
 - c. Division Clearance

- 5. DOUBLE PAY FOR MATERNITY LEAVE (3 Set of Certified True Copies)**
 - a. Request Letter for Double Pay
 - b. Special Order (Issued upon Return to Duty)
 - c. Return to Duty Form (Approved by SDS)
 - d. Approved Application for Leave
 - e. Birth Certificate of Child
 - f. Latest Payslip
 - g. Certified true Copy to Ms. Hazel A. Carbungco



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Telephone No. (045) 322-4101
angeles.city@deped.gov.ph





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6. TRAVEL ABROAD (5 Copies each)

- a. 1st 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 (released by your ADAS/AO2, Sir Renz for Division 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 (Prosecutor, 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 – Ms. Charissa)

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

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

11. TRANSFER OF STATION (3 Copies each)

- 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. APPLICATION FOR RETIREMENT (5 Copies each)

- a. Endorsement Letter
- b. Letter of Intent
- c. Application Form (Retirement)
- d. Division Clearance
- e. Administrative Clearance
- f. Service Record
- g. Prosecutor's Clearance
- h. SALN
- i. Photocopy of UMID
- j. Photocopy of Landbank ATM
- k. GSIS Policy
- l. 2x2 Photo

15. LAST PAY REQUIREMENTS (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

16. (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)

17. MONETIZATION OF LEAVE CREDITS (3 Copies Each)

- a. Request letter address to SDS
- b. Form 6
- c. Documents for monetization (med cert etc.)



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18. REQUIREMENTS FOR APPROVAL OF SERVICE CREDITS

- a. Letter of request by school head to render vacation/extended service approved by the SDS
- b. Memorandum relating to the conduct of activity issued by the Division/Regional/Central Office
- c. Accomplishment report
- d. Duly signed DTR/CS Form 48

19. (ERF) EQUIVALENT RECORD FORM

- a. 1 Long Violet Folder
- b. 4 Copies Equivalent Record form (ERF) download at depedangelescity.com
- c. 1 Original Copy of Transcript of Records: with SO and bearing the seal of the school
- d. 2 Copies of Updated Service Record: 1 Original & 1 Certified Photocopy & duly signed by Ms. Hazel A Carbungco
- e. 1 Photocopy of latest approved/attested appointment certified true and correct by the Administrative Officer
- f. 2 Copies Updated Personal Services Itemization & Plantilla of Personnel (PSIPOP): certified true & correct by Administrative Officer
- g. Last Performance Rating: Numerical and Descriptive should be indicated on ERF
- h. 1 Copy of MA Curriculum: certified true and correct by the School Registrar
- i. 1 Copy of Notarized List of Teachers: together with their item number under the Supervision of the proposed appointee. (Applicable only for Head Teacher)
- j. 1 Original Copy of Certification, Authentication and Verification (CAV) (*for all private schools except HAU & AUF*)



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