

Devartment of Education REGION X - NORTHERN MINDANAO SCHOOLS DIVISION OF OZAMIZ CITY

Divisional Advisory No. <u>046</u> s. 2023 April 24, 2023 Complying with DepEd Order No. 8, s. 2013 this Office issues this Advisory not for endorsement per DO 28, s. 2001, but for the information of DepEd officials, personnel/staff, and the concerned public. (Visit ozamiz.depedozamiz.gov.ph)

REITERATION OF DIVISION MEMORANDUM No. 052, s.2023 DISSEMINATION OF DEPED ORDER NO. 001, S.2023 (REVISED DESIGNATION OF UNDERSECRETARIES AND ASSISTANT SECRETARIES TO THEIR STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES AND REVISED SIGNING AUTHORITIES) WITH EMPHASIS ON SIGNATORIES FOR LEAVE OF ABSENCE AND

STRICT COMPLIANCE ON THE USE OF CIVIL SERVICE FORM NO. 6 -APPLICATION FOR LEAVE

In order to ensure strict compliance to DepEd Order No. 001, s.2023 Re: Revised Designation of Undersecretaries and Assistant Secretaries to Their Strands and Functional Areas of Responsibilities and Revised Signing Authorities, this Office directs all Teaching and Non-teaching personnel to observed the correct use of Civil Service Form No.6 "Application for Leave" with correct signing authorities as follows:

School Heads and Division Office Unit Heads:

Recommending Approval = Assistant Schools Division Superintendent Approved = Schools Division Superintendent

School Teaching and Non-Teaching Personnel:

Leave up to 60 days

= Recommending Approval by the School Head and shall

be Approved by the Assistant Schools Division

Superintendent

Leave more than 60 days = Recommending Approval by the School Head and Assistant Schools Division Superintendent; and shall be

Approved by the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City

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Our LEARNERS: The Diamonds of the Fortress. ASENSO OZAMIZ!



Department of Education REGION X - NORTHERN MINDANAO

SCHOOLS DIVISION OF OZAMIZ CITY

Division Office Personnel other than Unit Heads:

Leave up to 60 days

= Recommending Approval by the respective Unit Heads

shall be Approved by the Assistant Schools Division

Superintendent

Leave more than 60 days = Recommending Approval by the respective Unit Heads and Assistant Schools Division Superintendent; and shall be Approved by the Schools Division Superintendent

This Office directs the immediate and wide dissemination of this Advisory.

Encl.: As Stated

To be indicated in the Perpetual Index under the following subjects:

> SIGNING AUTHORITIES CS FORM 6 " APPLICATION FOR LEAVE"

OSDS/djby



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Department of Education region x - northern mindanao

SCHOOLS DIVISION OF OZAMIZ CITY

APPLICATION FOR LEAVE

1.	OFFICE/DEPAI	RTMENT	2. NAME:	(Last))	(First)	(Middle)			
3.	DATE OF FILIN	G:	4. POSI	ΓΙΟΝ : _		5	. SALARY :			
6. DETAILS OF APPLICATION										
6.A T	6.A TYPE OF LEAVE TO BE AVAILED OF 6.B DETAILS OF LEAVE									
	Vacation Leave	(Sec. 51, Rule XVI, Omnibus Rule	s Implementing E.O. No. 292)	In cas	e of Vacation/Special Privilege Leave:					
	Mandatory/For	ced Leave(Sec. 25, Rule XVI, O	mnibus Rules Implementing E.O. I		Within the Philippines					
	Sick Leave (Sec.	33, Rule XVI, Omnibus Rules Imp	lementing E.O. No. 292) Matern		Abroad (Specify)					
	Leave (R.A. No. 11	210 / IRR issued by CSC, DOLE ar	nd SSS)	ł		In case of Sick Leave:				
	Paternity Leave	(R.A. No. 8187 / CSC MC No. 71	s. 1998, as amended)		In Hospital (Specify Illness) Out Patient (Specify Illness) In case of Special Leave Benefits for Women:					
L	Special Privilege	Leave (Sec. 21, Rule XVI, Omr	nibus Rules Implementing E.O. No.	292)						
	Solo Parent Lea	Ve (RA No. 8972 / CSC MC No. 8	, s. 2004)							
닏	Study Leave (Sec	. 68, Rule XVI, Omnibus Rules Im	plementing E.O. No. 292)		(Speci	ify Illness)				
F	10-Day VAWC L	eave (RA No. 9262 / CSC MC No.	o. 15, s. 2005)							
닏	Rehabilitation P	rivilege (Sec. 55, Rule XVI, Om	nibus Rules Implementing E.O. No	. 292)	In cas	e of Study Leave:				
닏	Special Leave Be	enefits for Women (RA No.	9710 / CSC MC No. 25, s. 2010)		Completion of Master's Degree					
늗	Special Emerger	ncy (Calamity) Leave (csc N	MC No. 2, s. 2012, as amended) Ac	doption	BAR/Board Examination Review Other purpose:					
L	Leave (R.A. No. 85	52)			Monetization of Leave Credits					
Other	s:				H	Terminal Leave				
6.C N	UMBER OF WORKING	DAYS APPLIED FOR		-	5.D COM	MUTATION				
						Not Requested				
	INCLUSIVE DATES			_		Requested				
_										
(Signature of Applicant)										
7 A C	ERTIFICATION OF LEAD	E CREDITE	7. DETAIL	S OF ACTIO	N ON A	APPLICATION				
7.A CERTIFICATION OF LEAVE CREDITS As of 7.B RECOMMENDATION										
		Vacation Leave	Sick Leave		H	For approval				
	Total Earned			7		For disapproval due to				
Les	ss this application			-	-					
	Balance			-	_					
	Bulunce		į.							
						DIONESIO I LIVA	ACON ID			
ADDA LIZA J. SAQUIN						DIONESIO L. LIW OIC, Asst. Schools Divisi	The same of the sa			
Administrative Officer IV 7.C APPROVED FOR:					7 D DIS	SAPPROVED DUE TO:	on supermeendene			
days with pay										
	days without pay others (Specify)									
		=								
				A R. LAG	5					
			Assistant Sch							
	OIC – Office of the Schools Division Superintendent									





Department of EducationREGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF OZAMIZ CITY

APPLICATION FOR LEAVE

1. OFFICE/DEPA	RTMENT	2. NAM	IE: (La	st)	(First)	(Middle)			
3. DATE OF FILIN	IG:	4.	POSITION :		5	. SALARY:			
6. DETAILS OF APPLICATION									
6. DETAILS OF 6.A TYPE OF LEAVE TO BE AVAILED OF Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) Adoption Leave (R.A. No. 8552)					G.B DETAILS OF LEAVE In case of Vacation/Special Privilege Leave: Within the Philippines Abroad (Specify) In case of Sick Leave: In Hospital (Specify Illness) Out Patient (Specify Illness) In case of Special Leave Benefits for Women: (Specify Illness) In case of Study Leave: Completion of Master's Degree BAR/Board Examination Review Other purpose: Monetization of Leave Credits				
6.C NUMBER OF WORKING INCLUSIVE DATES	DAYS APPLIED FOR		6.D COM	Terminal Leave MUTATION Not Requested Requested					
						E - A			
	(Signature of Applicant)								
7.A CERTIFICATION OF LEA	VE CREDITS	7.	DETAILS OF AC	T					
Total Earned Less this application	As of Vacation Leave	Sick L	eave	7.B RECC	MMENDATION For approval For disapproval due to	2			
Balance				-					
ADDA LIZA J. SAQUIN Administrative Officer IV					School Head (Signature	e over Printed Name)			
7.C APPROVED FOR:	Administrative Off	_	DIONESIO L.		SAPPROVED DUE TO:				
					perintendent				



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Department of Education REGION X - NORTHERN MINDANAO

SCHOOLS DIVISION OF OZAMIZ CITY

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)					
3. DATE OF FILING:	4. POSIT	TION :	5	S. SALARY:					
6. DETAILS OF APPLICATION									
5.A TYPE OF LEAVE TO BE AVAILED OF 6.B DETAILS OF LEAVE									
Mandatory/Forced Leave(Sec. Sick Leave (Sec. 43, Rule XVI, Omn Leave (R.A. No. 11210 / IRR issued b Paternity Leave (R.A. No. 8187 / 0 Special Privilege Leave (Sec. 21, Solo Parent Leave (RA No. 8972, Study Leave (Sec. 68, Rule XVI, Om 10-Day VAWC Leave (RA No. 92 Rehabilitation Privilege (Sec. 53, Special Leave Benefits for Wo	CSC MC No. 71, s. 1998, as amended) , Rule XVI, Omnibus Rules Implementing E.O. No. / CSC MC No. 8, s. 2004) nnibus Rules Implementing E.O. No. 292) 62 / CSC MC No. 15, s. 2005) 5, Rule XVI, Omnibus Rules Implementing E.O. No. omen (RA No. 9710 / CSC MC No. 25, s. 2010) Leave (CSC MC No. 2, s. 2012, as amended) At	ty With Abro In cose of Sp. (Specify Illino Corr BAR Mor Terr	In case of Vacation/Special Privilege Leave: Within the Philippines						
INCLUSIVE DATES		Requ	rested						
		(Signature of A	Applicant)						
	7. DETAIL	S OF ACTION ON APPLI	CATION						
7.A CERTIFICATION OF LEAVE CREDITS As of Vacati	on Leave Sick Leave		NDATION pproval lisapproval due to						
Less this application		-	School Head (Signature	over Printed Name)					
Balance			ATION pproval lisapproval due to						
Adminis	LIZA J. SAQUIN trative Officer IV		DIONESIO L. LIWAGON, JR. OIC, Asst. Schools Division Superintendent						
7. C APPROVED FOR: days with paydays without payothers (Specify) NIMFA R. LAGO, CESO VI Assistant Schools Division Superintendent OIC — Office of the Schools Division Superintendent									



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1. OFFICE/DEPA	RTMENT	2. NAME:	(Last)	(First)	(Middle)		
3. DATE OF FILIN	IG:	4. POSIT	TION:		5.	. SALARY :		
6. DETAILS OF APPLICATION								
6.B DETAILS OF LEAVE								
Vacation Leave (sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Sick Leave (sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) Special Privilege Leave (sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) Study Leave (sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) Rehabilitation Privilege (sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) Adoption Leave (R.A. No. 8552) Others:					In case of Vacation/Special Privilege Leave: Within the Philippines Abroad (Specify) In case of Sick Leave: In Hospital (Specify Illness) Out Patient (Specify Illness) In case of Special Leave Benefits for Women: (Specify Illness) In case of Study Leave: Completion of Master's Degree BAR/Board Examination Review Other purpose: Monetization of Leave Credits Terminal Leave			
6.C NUMBER OF WORKING	DAYS APPLIED FOR	MUTATION						
INCLUSIVE DATES					Not Requested Requested			
				ı	(Signature of Ap	pplicant)		
		7. DETAIL	S OF ACTIO	ON ON A	PPLICATION			
7.A CERTIFICATION OF LEAV	As of Vacation Leave Sick Leave		7	7.B RECOMMENDATION For approval For disapproval due to				
Less this application			-		Division Chief (Signature	over Printed Name)		
Balance				RECOMM	IENDATION For approval For disapproval due to			
ADDA LIZA J. SAQUIN Administrative Officer IV					DIONESIO L. LIW. OIC, Asst. Schools Divis			
7.C APPROVED FOR: days with pay days without pay others (Specify)		-		7. D DIS	APPROVED DUE TO:			
			A R. LAG					
	Assistant Schools Division Superintendent OIC – Office of the Schools Division Superintendent							



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1. OFFICE/DEPAI	RTMENT	2. NAME:	(Last)		(First)	(Middle)			
3. DATE OF FILIN	IG:	4. POS	ITION: _		5	. SALARY :			
6. DETAILS OF APPLICATION									
6.A TYPE OF LEAVE TO BE AVAILED OF 6.B DETAILS OF LEAVE									
Mandatory/Ford Sick Leave (Sec. 4 Leave (R.A. No. 11 Paternity Leave Special Privilege	(Sec. 51, Rule XVI, Omnibus Rules ced Leave(sec. 25, Rule XVI, Om 43, Rule XVI, Omnibus Rules Imple 210 / IRR issued by CSC, DOLE and (R.A. No. 8187 / CSC MC No. 71, sec. Leave (sec. 21, Rule XVI, Omnibus Rules Imple 200 / IRR issued by CSC, DOLE and R.A. No. 8187 / CSC MC No. 8, sec. 21, Rule XVI, Omnibus Rules Rules XVI, Omnibus Rules Rul	menting E.O. No. 292) Mate SSS) . 1998, as amended) sus Rules Implementing E.O. N	rnity	In case of Vacation/Special Privilege Leave: Within the Philippines Abroad (Specify) In case of Sick Leave: In Hospital (Specify Illness) Out Patient (Specify Illness) In case of Special Leave Benefits for Women:					
Study Leave (Sec	. 68, Rule XVI, Omnibus Rules Imp	lementing E.O. No. 292)			fy Illness)				
Rehabilitation P Special Leave Be	-	bus Rules Implementing E.O. 710 / CSC MC No. 25, s. 2010)	Adoption	In case of Study Leave: Completion of Master's Degree BAR/Board Examination Review Other purpose: Monetization of Leave Credits Terminal Leave 6.D COMMUTATION Not Requested					
INCLUSIVE DATES					Requested				
					(Signature of A	pplicant)			
		7. DETA	ILS OF ACTION	ON A	PPLICATION				
7.A CERTIFICATION OF LEAVE CREDITS As of									
Total Earned Less this application Balance	Vacation Leave	Sick Leave		= - - -	For disapproval due to_				
ADDA LIZA J. SAQUIN Administrative Officer IV					Division Chief (Signature	e over Printed Name)			
7.C APPROVED FOR: days with pay days without pay others (Specify)	days with pay days without pay								
	-				perintendent				

