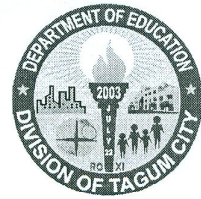




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
DIVISION OF TAGUM CITY
Tagum City



Tel Nos.: (084) 218-5795 / (084) 217-2326 Fax No. (084) 217-3370
Email Address: deped_tagum@yahoo.com / depedtagum@yahoo.com

Division Memorandum

TO : All Division Office Personnel (Regular/Permanent), Elementary and
Secondary School Heads and Non-Teaching Staff in Secondary
Schools

FROM : The Office of Schools Division Superintendent

DATE : October 8, 2012

SUBJECT: **FILING OF LEAVE**

The Omnibus Rules on Leave of the Civil Service Commission, Rule XVI, Sec. 51 provides that, "All application for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form of action by the head of the agency **five (5) days in advance**, whenever possible, of the effective date of such leave" (Amended by CSC MC No. 41, s. 1998).

All school heads are hereby instructed to observe such policy and to attach to the Form 6 the **designation** of an Officer-In-Charge to be signed conforme by the designated personnel.

In the exigency of service, the leave may be recalled by the undersigned.

For your information and strict compliance.

CRISTY C. EPE
OIC - Schools Division Superintendent

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