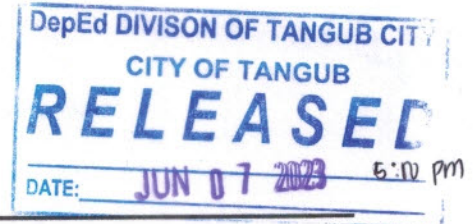




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



May 24, 2023

**DIVISION MEMORANDUM**  
 No. 167, s. 2023

**GUIDELINES ON THE FILLING OF APPLICATION FOR LEAVE OF ABSENCE (CSC FORM 6)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Education Program Supervisors  
 Public Schools District In-Charge  
 Elementary and Secondary School Heads  
 All Others Concerned  
 This Division

1. In order to expedite the processing of Application for Leave of absence (CSC Form 6) and for conformity, the following guidelines are hereby set for the information, guidance and cooperation of all concerned.
  - a. Application for leave (CSC Form 6) should be fully and properly filled out by the applicant and must be approved by the immediate supervisor or his/her representative using the prescribed format attached to this memorandum.
  - b. All applications should be submitted to the Division-Records Section to be received by the Records officer for documentary requirements.
  - c. Below are the signatories on the application for leave in accordance with DepEd Order No. 001, s. 2023

Office/ Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
SDS / ASDS	ARD	RD	ARD	Undersecretary for Operations
Division Chief	ASDS	SDS		
Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS



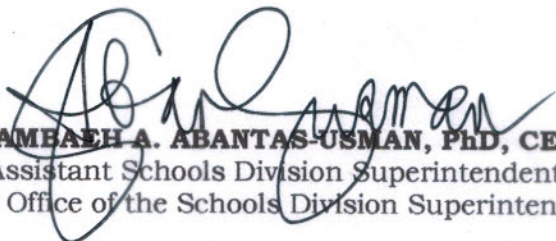
Address: Anecito Siete St. Mantic, Tangub City  
 Telephone: (088) 530 - 5988



Republic of the Philippines  
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School Head/Head Teacher/TIC	ASDS	SDS	ASDS	SDS
Teaching and Non-teaching Personnel (School)	School Head	ASDS	School Head and ASDS	SDS

2. Application for long-term leave such as Maternity Leave and Personal Leave with or without pay shall be submitted to the records office three (3) months prior to the effectivity of the leave.
3. Applications not following the prescribed format or guidelines shall be returned.
4. Immediate dissemination of this memorandum to all concerned is enjoined.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

SAAU/GCB/05-24-2023  
To be indicated in the Perpetual Index  
Under the following subjects:

PERSONNEL LEAVE GUIDELINES



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988