



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

18 May 2020

DIVISION MEMORANDUM
No. 111, s. 2020

**ONLINE APPLICATION FOR LEAVE OF ABSENCE VIA REGION 10'S UNIFIED
HUMAN RESOURCE INFORMATION SYSTEM (HRIS)**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. As discussed during the 3rd Division Management Committee (MANCOM) Meeting last May 6, 2020, the Division will implement online application for leave of absence starting 3rd week of May. This office regrets to inform the field that the Unified Human Resource Information System (HRIS) established by Region 10 is currently undergoing site maintenance. Consequently, online application for leave of absence thru the HRIS is put on hold. The usual process of application for leave of absence shall be continued until further notice.
2. For information, guidance and compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

LEAVE

OSDS/AMA

