

Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

10 Mar 2021

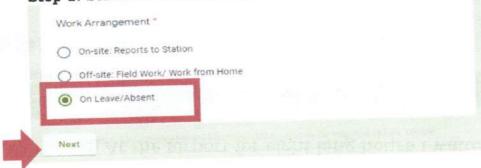
DIVISION MEMORANDUM No. 088____, s. 2021

ONLINE SUBMISSION OF APPLICATION FOR LEAVE OF ABSENCE VIA THE ONLINE LOG OF ATTENDANCE AND ACCOMPLISHMENTS FORM

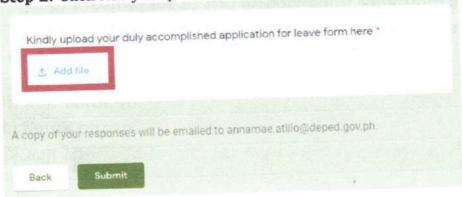
To: Asst. Schools Division Superintendent
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

 This is to inform the field that employees, specially those who are working from home, may now file their application for leave via the Online Log of Attendance and Accomplishment form, details to wit:

Step 1: Select On Leave/Absent, then click Next button



Step 2: Click Add file option



OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475 Website: www.depedelsalvador.city.net | Email: elsavador.city@deped.gov.ph



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Step 3: Attach and upload your application for leave *file*, preferably with filename: AFL_YYYY-MMDD_LAST NAME, FIRST NAME MIDDLE NAME

| Insert file | | | | |
|-----------------------------|------------------------------|--|---|-------|
| Upload My Drive | Previously selected | | | 10 HS |
| AFL_2021-0309_CRUZ_ANNA LEE | Ejpg 442K | | - It school | |
| Add more files | | | Linguistania | |
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| | | | | |
| Upland Carpel | | | Crice submitted, files cannot be edited o | |
| Step 4: Click S | ubmit button | 4 10 10 10 10 10 10 10 10 10 10 10 10 10 | | |
| Application for Le | | | | |
| Hard copy shall still be s | submitted to the Personnel U | nit as soon as the employee reports (| On-Site. | |
| | | application for leave form her | re.* | |

A copy of your responses will be emailed to annamae atillo@deped.gov.ph.

Back

Submit

AFL_2021-0309_... X

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All are reminded of the following:

a. Submission of the hard copy of application for leave must still be made as soon as the employee reports on-site.

b. Application for sick leave must be accompanied with a Medical

Certificate

- 3. This Office shall adhere to the Equal Opportunity Principle (EOP) in processing applications for leave. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
- 4. For information, guidance and strict 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:

ABSENCES

LEAVE

OSDS/AMA



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