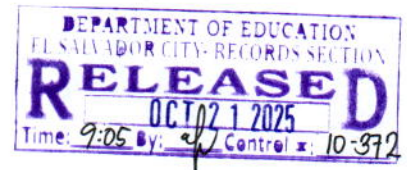




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



October 20, 2025

DIVISION MEMORANDUM
NO. 372, s. 2025

REASSIGNMENT OF LEAVE IN-CHARGE PERSONNEL

To: Assistant Schools Division Superintendent
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Division Office Personnel
All Public Elementary and Secondary Schools
This Division

- The field is hereby informed of the following reassignment of Leave In-Charge personnel, effective immediately:
 - Ms. Gerlissa Kristi R. Amoguis** – reassigned from **Elementary Level** to the **Division Office**
 - Ms. Ruth A. Calubag** – reassigned from the **Division Office** to the **Secondary Level**
 - Mr. Randy Rhys U. Capistrano** – reassigned from the **Secondary Level** to the **Elementary Level**
- In addition to their usual duties, each designated Leave In-Charge will also be responsible for the following:
 - Reviewing and verifying monthly **Daily Time Records (DTRs)**
 - Checking and consolidating **Monthly Report of Attendance and Undertakings (MRAU)**
 - Processing and monitoring all **leave-related transactions**
- All personnel are advised to coordinate directly with the appropriate Leave In-Charge based on their current assignment level.
- This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent



Republic of the Philippines
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SCHOOLS DIVISION OF EL SALVADOR CITY

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

PROCEDURE REASSIGNMENT

RE: Reassignment Of Leave In-Charge Personnel

OSDS/FMAL