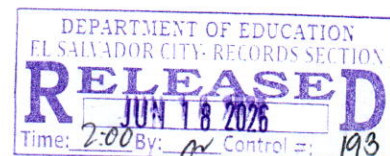




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



18 Jun 2026

DIVISION MEMORANDUM
No. 193, s. 2026

PROPER ACCOMPLISHMENT AND SUBMISSION OF APPLICATIONS FOR LEAVE

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

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 41, s. 1998 (Omnibus Rules on Leave), as amended by CSC Memorandum Circular No. 5, s. 2021, and in line with the Department of Education's efforts to ensure the timely and accurate processing of personnel actions and leave applications, all personnel are hereby reminded to use the prescribed Application for Leave Form (CSC Form No. 6, Revised 2020) available on the Division website.
2. To facilitate efficient processing and approval of leave applications, all concerned personnel are directed to exercise diligence in accomplishing the leave form and ensure the completeness and accuracy of all required information, including the following:
 - a. Date Filed;
 - b. Office/Station where the employee is assigned;
 - c. Type of Leave to be Availed Of;
 - d. Details of Leave;
 - e. Number of Working Days Applied For;
 - f. Inclusive Dates Covered by the Leave;
 - g. Commutation (please indicate "Not Requested" unless otherwise applicable); and
 - h. Correct spelling of the names of signatories and approving authorities.
3. Personnel are reminded that incomplete, inaccurate, or improperly accomplished leave forms may result in delays in the processing and approval of leave applications.



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4. Furthermore, all School Heads, School-Based Non-Teaching Personnel, and Schools Division Office Personnel are directed to send a screenshot or electronic copy of their duly filed leave application to the Assistant Schools Division Superintendent (ASDS) via FB Messenger immediately upon filing. Submission to the ASDS shall be made regardless of the status of processing or approval by the Personnel Unit and shall be utilized solely for monitoring, validation, and documentation purposes.
5. School Heads are directed to ensure the widest dissemination of and strict compliance with this Memorandum.
6. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). 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.
7. Immediate compliance is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

FORMS PERSONNEL LEAVES MONITORING