MEMORANDUM
No. 530, s. 2017

TO : FRANCIS JUDE D. ALCOMENDRAS, LLB
     Administrative Officer V

     ALELI M. CHIONG, RN. MBA
     Administrative Officer IV (HRMO)

FROM : WINNIE E. BATOON, Ed. D.
       Officer-In-Charge
       Office of the Schools Division Superintendent

SUBJECT : SIGNATORIES OF THE CSC FORM 6

DATE : August 10, 2017

The Human Resources Management Officer is hereby directed, in addition to your present functions, to sign the certification on the leave credit/s and balance/s of personnel who are applying for leave.

Likewise, the Administrative Officer V is authorized to approve leave applications of teachers. However, applications for leave to travel abroad; and, six month to one year leave shall only be approved by the Administrative Officer V after the Office of the Schools Division Superintendent approves the letter request of the teacher indicating the reason/s of the said leave application.

This necessitates that application for leave of School Heads, District Supervisors and Division Personnel shall only be approved by the Office of the Schools Division Superintendent.

For immediate dissemination and compliance.
### APPLICATION FOR LEAVE

<table>
<thead>
<tr>
<th>Signature</th>
<th></th>
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<tbody>
<tr>
<td>Name</td>
<td></td>
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<tr>
<td>Position</td>
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<tr>
<td>Monthly Salary</td>
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<tr>
<td>Office/Division</td>
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<tr>
<td>Date of Filing</td>
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<tr>
<td>No. of Working days applied</td>
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<td>Inclusive Date</td>
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<tr>
<td>COMMUTATION</td>
<td>Requested [ ]  Not Requested [ ]</td>
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</tbody>
</table>

**FOR PERSONNEL USE ONLY:**

- **Leave Credits as of:**
  - VL
  - SL
  - TOTAL

  *Less: THIS LEAVE*

  **Leave Balance**

  **Certified by:**

  **ALELI M. CHIONG, RN, MBA**
  Administrative Officer IV (HRMO)

  **FRANCIS JUDE D. ALCOMENDRAS, LLB**
  Administrative Officer V

### TYPE OF LEAVE

- **VACATION**
  - Within the Philippines
- **SICK**
  - Abroad (Specify)
- **MATERNITY**
  - Out Patient (Specify)
- **OTHERS (Specify)**
  - In Hospital (Specify)

### ACTION ON APPLICATION

- **Recommend**
  - Approval [ ]
  - Disapproval due to

  **School Head**

  - Approved for [ ]
  - Disapproved due to

  **Days w/ Pay**
  - [ ]
  **Days w/o Pay**
  - [ ]

  **Approved by:**

  **Certified by:**

  **ALELI M. CHIONG, RN, MBA**
  Administrative Officer IV (HRMO)

  **FRANCIS JUDE D. ALCOMENDRAS, LLB**
  Administrative Officer V