

**Division Memorandum**

No. 089 s. 2019

**TO: Public Schools Division Supervisors / District In-Charge, and  
Elementary and Secondary School Heads**

**FROM: MARILOU B. DEDUMO, Ph.D., CESO V**  
Schools Division Superintendent

**SUBJECT: OBSERVANCE OF SEC. 68 OF EXECUTIVE ORDER 292 OF CIVIL SERVICE  
IMPLEMENTING RULES AND REGULATIONS AND PRE-REQUISITES ON THE GRANT  
OF STUDY LEAVE.**

**DATE:** February 20, 2019

1. The Division of Surigao del Sur adheres to the policies of the Civil Service on the grant of study leave and provides the checklist as pre-requisites before granting study leave, to wit:

- I. Proof of Enrollment at the Institution.
- II. Contract of Agency and the Employee.
- III. Affidavit of Undertaking
- IV. Permit to study recommended by School Head and Approved by SDS.
- V. Form 6
- VI. Relevance of the Study to Position
- VII. Certificate of No Pending Criminal and Administrative Case.
- VIII. Latest Service Record
- IX. IPCRF for 3 rating period.
- X. Certification of the school head that their subjects will be handled by other teachers while they are on study leave.

2. For your Guidance.