



Republic of the Philippines
Department of Education
Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR	
RELEASED	
DATE:	9/19/24
TIME:	10:11am
SIGNATURE:	

Office of the Schools Division Superintendent

September 18, 2024

Division MEMORANDUM
No. 411, s. 2024

**SUBMISSION AND OFFICIAL TRACKING OF APPLICATION
FOR LEAVE AND PROCESSING OF CLEARANCES FOR
SEPARATED EMPLOYEES**

To: **All Division Employees**

1. Effective immediately, all Form 6 or the CSC Application Form for Leave should be submitted according to the prescribed periods of submission indicated at the back of the Form 6 or as provided under the Omnibus Rules on Leave Administration of the Civil Service Commission.
2. Maternity Leave should be submitted at least one month before the effectivity of the Maternity Leave. The Records Office will no longer receive the application filed at less than 30 days before the effectivity of the leave.
3. Sick leave should be filed immediately or as soon as possible upon return to duty and Sick Leave of less than five (5) days may not be attached with Medical Certificate. All other prescribed periods are indicated at the back of the Form 6.
4. All Schools/Districts are strictly advised to refrain from annotating any receipt remark or scan code on any documents bound for the Division Office. Only the Records Office will officially receive and annotate actual receipt of all official documents.
5. All Leave Application will not be received if mandatory documents are incomplete. As such, all Admin Officers in the field and Admin Assistant or whoever is in charge of the Leave Application in Schools/Districts are hereby advised to check properly and thoroughly all supporting documents that must be complete.
6. CSC Form No. 6 or the Leave Form should not be altered for leave. In case of leave application of less than 30 days and by the authority of any of the signatory in the Leave Form, a readable size of rubber stamp mark indicating the authorized personnel on behalf of the signatory is sufficient.



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7. The CSC Form No. 7 or the Clearance Form as a rule should be signed by the Head of the Office or Unit or Section or Division. In absence thereof, a designated In-charge may sign the Clearance provided that requirements for clearance are completed, example for the Publication, see to it that the vacated position is encoded in the HR Online Tracking of Vacancies for the purpose of timely publication compliance.
8. All Head of Office whenever on leave or on official travel should designate an Officer In-charge who may be able to sign the clearance on his or her behalf.
9. Records Office is hereby advised to conform to this Memorandum as all documents should be tracked primarily and properly through this Office.
10. For strict compliance.

LORENZO O. MACASOCOL, PHD, CESO V
Schools Division Superintendent

References: As stated

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

HRMO/PERSONNEL ACTIONS

JCG//PERSONNEL ACTIONS