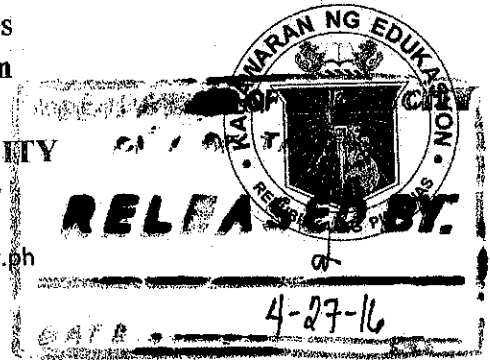




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
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DIVISION MEMORANDUM
NO. 83, s. 2016

TO : School Principals, School Heads, TIC's and Teachers both Elementary and Secondary
SDO, SGOD, CID Personnel
This Division

FROM : *VVG*
VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: NEW FORM OF THE APPLICATION OF LEAVE OF ABSENCE

DATE : April 27, 2016

1. In order to maintain smooth and organized processes of leave application, this Division is directing all concerns to use new form of leave application.
2. The signatories of the Recommendation portion (box 7. B) are the following:
 - a. Administrative Officer V for School Heads & Personnel under the office of the Schools Division Superintendent
 - b. Chief of the CID for CID Personnel and staff
 - c. Chief of the SGOD for SGOD Personnel and Staff
 - d. School Heads for all teaching Personnel in respective Schools
3. Failure to follow the new form application for leave will not be acted by this Office.
4. Attached are CSC Revised Form 6 for School Heads, SDO Personnel and Staff, Form 6 for SGOD Division, Form 6 for CID division.
5. Compliance of this memorandum is highly desired.

VVG/drd 4-27-16