



Republic of the Philippines
Department of Education
Region x- Northern Mindanao
DIVISION OF CAGAYAN DE ORO CITY
Fr. William Masterson, S.J. Avenue, Upper Balulang
Cagayan de Oro City

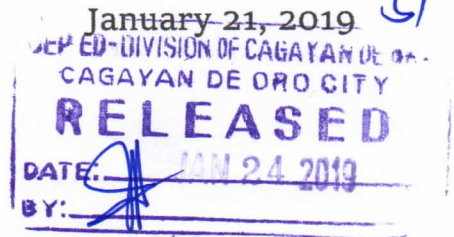


DIVISION MEMORANDUM

TO: Elementary and Secondary School Heads
Curriculum and Implementation Division
School Governance and Operation Division
Office of the Schools Division Superintendent
Teaching and Non-Teaching Personnel
This Division

FROM: **JONATHAN S. DELA PEÑA, Ph.D., CESO V**
Schools Division Superintendent

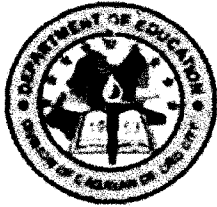
SUBJECT: **Addendum** to the Division Memorandum No. 40 s. 2019:
Requirement for application for Long Leave of Absence/Travel
Abroad, Resignation and Retirement



In reference to the *Division Memorandum No. 40 s. 2019* issued last January 16, 2019 on Requirements for Application for Long Leave/Travel Abroad, Resignation and Retirement, the field is hereby advised that all application for Travel abroad either with pay or without pay must be accompanied with a **certification as to who will handle her/his duties and responsibilities while on travel** in addition to the specified requirements in the above-mentioned memorandum.

For your guidance and widest dissemination.

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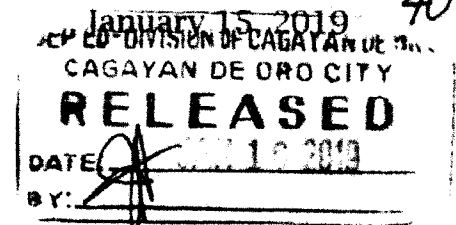


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TO: Elementary and Secondary School Heads
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FROM:  **JONATHAN S. DELA PEÑA, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: Requirement for application for Long Leave of Absence/Travel Abroad,
Resignation and Retirement.



The Office is hereby reiterating the basic requirement for the application of Long leave of Absence, Travel Abroad, Resignation and Retirement to wit:

1. Long Leave of absence (15 days and above)

A. Without pay

- i. Intent letter to leave (indicate specific reason)
- ii. Indorsement of the School Head
- iii. Duly Accomplished CS Form 6
- iv. School Clearance
- v. Duly accomplished Division Clearance for more than one month (*csc mc41 s. 1996*)
- vi. Duly accomplished CS form 41/Medical Certificate (if sick leave)

B. With pay

- i. Intent letter to leave (indicate specific reason)
- ii. Indorsement of the School Head
- iii. Duly Accomplished CS Form 6
- iv. School Clearance
- v. Duly accomplished CS form 41/Medical Certificate (if sick leave, maternity leave and Magna Carta)
- vi. Incident /Police Report and medical results for availing of rehabilitation leave (*CSC-DBM Joint Circular no. 01 s. 2006 Guidelines for availing of Rehabilitation privilege*)

2. Travel Abroad (Personal leave with or without pay)

- A. Intent letter to leave (indicate specific reason and Country to travel)
- B. Indorsement of the School Head
- C. Duly Accomplished CS Form 6

3. Resignation (*Section 104 Rule X of the 2017 Omnibus Rules on Appointment and other Human Resource Actions (ORAOHRA) or CSC MC No. 24 s. 2017*)
 - A. Resignation letter (*indicate effectivity date which shall not be less than thirty (30) days from date of such notice*)
 - B. School and accomplished Division Clearance (*to be secured before or immediately after the date of effectivity of resignation*)
 - C. City Government Clearance (*for Teaching personnel only*)
4. Retirement (Republic Act No. 8291)
 - A. Intent letter to retire indicating effectivity date (*submit to the division Office 1 month prior to the effectivity of retirement*)
 - B. Indorsement from the School head
 - C. Other requirements:
 - i. Ombudsman Clearance
 - ii. School Clearance
 - iii. Duly Accomplished Division Clearance (see attached)
 - iv. City Government Clearance
 - v. Updated Service Record
 - vi. GSIS Form No. 06302017-RET or application for Retirement/Separation/Life Insurance benfits
 - vii. GSIS Tentative Computation
 - viii. Latest SALN Submitted before retirement
 - ix. Photocopy of ID (DepEd, GSIS and PRC)
 - x. Original copy of the Leave Card with Certification of Leave Credits Balance.

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