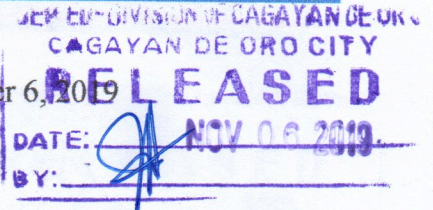


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF CAGAYAN DE ORO
Fr. William Masterson Road
Upper Balulang, Cagayan de Oro City



November 6, 2019

Division Memorandum No. 895 s. 2019



CORRIGENDUM and ADDENDUM to DIVISION MEMORANDUM No. 874, s.2019
“Prescribed Period In the Filing of Leave of Absence”

To: Assistant Schools Division Superintendent
Chief, SGOD
OIC Chief, CID
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary and Secondary Public School Heads
Teaching and Non-teaching Personnel
This Division

From: **CHERRY MAE L. LIMBACO**
Schools Division Superintendent

1. No. 2 of Division Memorandum No. 874, s.2019 which states that:

“All applications for leave of absence (maternity leave, vacation leave, sick leave) shall be forwarded to the Office of the Schools Division Superintendent thirty (30) days before such leave shall take effect.”

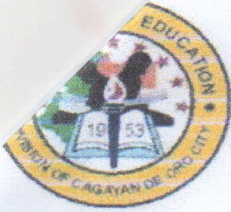
shall be read as:

“All applications for leave of absence filed by teachers (maternity leave and vacation leave) shall be forwarded to the Office of the Schools Division Superintendent thirty (30) days before such leave shall take effect. In the case of scheduled sick leave, such as planned surgery which is thirty (30) days or more, the same guidelines stated herein shall apply. **This is to give the Division Office enough time to process the filling-up of a substitute teacher.**”

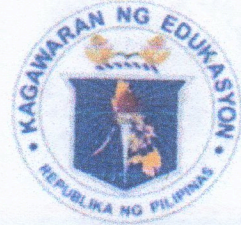
For teachers who applied for maternity leave but gave birth ahead of the scheduled date, their leave shall be adjusted.

For short sick leave of absence/emergency/unforeseen circumstances, the Principal should be informed at the soonest possible time..

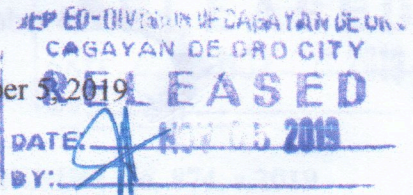
2. Applications of school administrators and non-teaching personnel for vacation leave, forced leave or special leave should be filed five (5) days before the effectivity of such leave.
3. For information and guidance of all concerned.



Republic of the Philippines
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November 5, 2019



Division Memorandum No. 874 s. 2019

To: Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
OIC Chief, Curriculum Implementation Division (CID)
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary and Secondary Public School Heads
Teaching and Non-teaching Personnel
This Division

From: **CHERRY MAE L. LIMBACO**
Schools Division Superintendent

Subject: **PRESCRIBED PERIOD IN THE FILING OF LEAVE OF ABSENCE**

1. To avoid gaps in the delivery of quality basic education services, this Office reiterates the guidelines in the filing of leave of absence.
2. All applications for leave of absence (maternity leave, vacation leave, sick leave) shall be forwarded to the Office of the Schools Division Superintendent thirty (30) days before such leave shall take effect.
3. No personnel is allowed to leave his/her post without an approved leave of absence.
4. Applications not following the prescribed period set will be returned without action; thus will not be charged to service credits anymore.
5. For information and guidance of all concerned.