



**DIVISION OF ILIGAN CITY**

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**DIVISION MEMORANDUM**  
**NO.: 19, S. 2016**

To: **DIVISION CHIEFS**  
**EDUCATION PROGRAM SUPERVISORS**  
**PUBLIC SCHOOLS DISTRICT SUPERVISORS**  
**SCHOOL PRINCIPALS/SCHOOL HEADS**  
**PUBLIC SCHOOL TEACHERS**  
**ALL PERSONNEL/EMPLOYEES**  
This Division

From: ~~\_\_\_\_\_~~  
**RANDOLPH B. TORTOLA, CESO V**  
Schools Division Superintendent  
This Office

Subject: **"Application for Leave of Absence"**

Date: 22 January 2016

CID, Chief - *[Signature]*  
SGOD, Chief - *[Signature]*  
SDS - *[Signature]*  
Personnel - *[Signature]* 1/24/16  
Records - *[Signature]*  
Cashier - *[Signature]*  
Supply - *[Signature]*  
Accounting - *[Signature]* 1/27/16  
Budget - *[Signature]* 1/27/16  
Planning - *[Signature]*

It has been observed that several employees in this Division filed their applications for leave of absence (CSC Form 6) after the effectivity date thereof. In this regard, it is deemed imperative to reiterate the instructions for the said application, thus:

- a. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave;
- b. Application for sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate. In case medical consultation was not availed of an affidavit should be executed by the applicant;
- c. An employee who is absent without approved leave should not be entitled to receive his salary corresponding to the period of his unauthorized leave of absence;
- d. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property responsibilities."

Copy of the aforesaid "Application for Leave of Absence" (CSC Form 6, Revised 1984) is hereto attached for the guidance of all the concerned.

Filing of the application for leave after the date of effectivity would warrant administrative sanction for unauthorized absences.

For compliance.