



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



Division Memo No. 293 s. 2018

To : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
All SDO Personnel  
School Heads/Principals/Teachers (Public elementary and secondary)  
All Others Concerned

RELEASED  
DATE: 8-20-18  
BY: [Signature] 3:35 PM 1127

From : Office of the Schools Division Superintendent

Date : August 20, 2018

Subject: **REMINDERS ON LEAVES OF ABSENCE AND TRAVELS**

Due to the intermittent disruptions of classes and government work suspensions brought by the previous and on-going typhoons, floods and other calamities, our Office hereby reminds everyone of the following policies relevant to leaves of absence and travels:

1. As much as possible, avoid leaves of absence on a Monday or starting on a Monday.
2. Application for leave (Form 6) shall be processed within five (5) working days. All leaves except sick leave, shall be filed five (5) days before date of actual leave and shall be verified/checked first if it is approved or not before going on leave. Approval of such leaves is **NOT** automatic nor ministerial. There are certain considerations to take, particularly those affecting the benefit of our learners, before approving and implementing the leave applied for.
3. Because of the constant flooding in the city, our schools have been severely affected and Classes were also frequently disrupted. We have to conduct administrative remedies to compensate the missed class days. So as much as possible, all SDO personnel and teachers shall refrain from taking their leave, even calamity leave, if they are not actually severely affected.
4. Application for leave of whatever nature, shall be forwarded on time to the SDO, thereby refraining from submitting Form 6 in bulk, by the end of the month.
5. Application for leave for travels abroad shall be filed three (3) months before.

For your information, guidance and compliance.

  
DR. LORNA G. BUGAYONG, CESO VI  
Schools Division Superintendent