



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



MEMORANDUM
OM-2020-003

TO: All DepED Regional Office VIII Employees

FROM: RAMIR B. UYTICO, Ed.D., CESO IV
Director IV

SUBJECT: SIGNATORY OF APPLICATION FOR LEAVE (FORM 6)

DATE: January 9, 2020

1. To address the Audit Observation Memorandum (AOM) issued by Commission on Audit (COA) relative to the lack of supporting documents of the Daily Time Records (DTRs) particularly the Application for Leave (Form 6), this Office authorizes the Officer-In-Charge during the period of DTR submission to sign in behalf of the Regional Director or the Assistant Regional Director, effective immediately.
2. For information and guidance.

