



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 12, 2021

**REGIONAL MEMORANDUM**

No. **000256**, s. 2021

**SUBMISSION OF UPDATED LEAVE CARD OF THIRD LEVEL OFFICIALS**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents

1. To ensure compliance with CSC Rules on Leave and timely recording of Application for Leave (Form 6) submitted to this Office for approval of the Regional Director, all Schools Division Superintendents and Assistant Schools Division Superintendents are requested to submit a copy of their updated Individual Leave Card both scanned/signed copy and softcopy (excel file) through email address **personnel.region8@deped.gov.ph** on or before **May 31, 2021**.
2. It is informed that the Regional Office shall take custody of and maintain the leave cards of both SDS and ASDS effective **June 1, 2021**.
3. Immediate compliance with this Memorandum is desired.

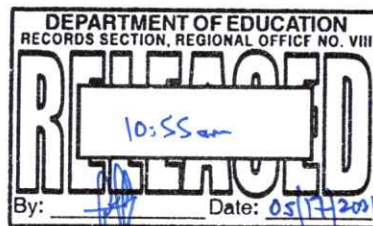
  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Enclosure: None

Reference: Omnibus Rules on Leave

To be indicated in the Perpetual Index  
under the following subjects:

APPLICATION FOR LEAVE  
THIRD LEVEL OFFICIALS  
UPDATED LEAVE CARD



AD-PS-EDR



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