



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

October 25, 2022

OFFICE MEMORANDUM

No. **611**, s. 2022

To: Regional Office Regular Employees
All Others Concerned

MAINTENANCE AND PROVISION OF HARD AND SOFT COPIES OF INDIVIDUAL LEAVE CARDS TO THE REGIONAL OFFICE REGULAR EMPLOYEES

1. To ensure accuracy and transparency in the recording of employees' attendance and leave applications, and in compliance with the Audit Observation and Recommendation of the Commission on Audit, this Office through the Administrative Division-Personnel Section shall maintain a hard copy of the individual leave records for back up data in case of lost electronic data and shall provide copies of the same to each employee including the softcopy (excel file) to be shared through google link which can be accessed using their respective DepEd email addresses.
2. Through this, every employee shall have the opportunity to review and track the entries in their leave cards and to reconcile records in case of inconsistencies/discrepancies.
3. All regular employees have been provided with the hardcopies of their leave cards from the date of entry in this Regional Office until December 31, 2021. Print-out of entries for the succeeding period shall be provided every first quarter of the year.
4. For information and guidance.

[Signature]
F. **EVELYN R. FETALVERO, CESO IV**
Regional Director

AD-PS-EDR

