



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

January 16, 2025

OFFICE MEMORANDUM
AD-2025- 043

UPDATED DOCUMENTARY REQUIREMENTS FOR HUMAN RESOURCE-RELATED TRANSACTIONS

To: Director III
Functional Division Chiefs
Regular and Detailed Employees
All Others Concerned

1. To facilitate efficient and prompt processing of HR-related transactions, all employees are required to strictly adhere to the following documentary requirements when submitting to the Administrative Division-Personnel Section:

Process	Requirement	No. of Copy	Timeline of Submission
Application for Leave			
<i>Mandatory/Forced/Vacation Leave</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before going on leave
<i>Sick Leave</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	Immediately upon employee's return and up to six days from date of leave
	Medical Certificate (if leave if more than 5 days)		
<i>Special Privilege Leave</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	At least one week prior to availment, except on emergency cases
<i>Solo Parent Leave</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before going on leave
	Updated Solo Parent Identification Card		
<i>Compensatory Time-Off charged to Compensatory Overtime Credit</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before going on leave
Daily Time Record and attachments	Duly Filled-out Application for Leave (CS Form No. 48)	One	Every 5 th day of the succeeding month (if the 5 th day falls on a
<i>For Official Business Travel (Additional requirements)</i>			
	Locator Slip	One	



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	Travel Authority	One	Saturday, Sunday, or Holiday, the deadline of submission would be the last working day prior to the 5 th day of the succeeding month)
	Certificate of Appearance	One	
	Memorandum (if applicable)	One	
<i>For Personal Business Travel (Additional requirements)</i>			
	Individual Pass/Employee Slip	One	
<i>Biometrics Malfunction (Additional requirements)</i>			
	Photocopy of Guards' Log Book duly certified by the Chief, Administrative Division and Employee's Log sheet duly certified by the Division Chief of the functional division where the employee is assigned	One	
<i>Leave of Absence</i>			
	Approved Application For Leave (CSC Form No. 6) and attachments (if Applicable)	One	
Statement of Assets, Liabilities, and Net worth	SALN- Required by R.A. 6713 (Revised as of January 2015)	One	Every last working day of March
Personal Data Sheet	PDS- CS Form No. 212, Revised 2017	One	Every last working day of April
Cancellation of Approved Leave	Letter request for a cancellation of leave, signed by the employee, noted by the immediate head/ Chief of the Division, and approved by the authorized signatory	One	Within one month from date of schedule of leave
	Approved Application for Leave	One	
Change of Schedule of Leave	Letter request for a change of schedule of leave, signed by the employee, noted by the immediate head/ Chief of the Division, and approved by the authorized signatory	One	Within one month from date of schedule of leave
	Approved Application for Leave	One	
<i>For Official Travel (Additional requirements)</i>			
	Travel Authority	One	
	Certificate of Appearance	One	
<i>For Activities Conducted in the Office (Additional requirements)</i>			
	Memorandum/Notice of Meeting	One	
	Daily Time Record (Hand-written) (CS Form No. 48)	One	
<i>If Requested to Report to Office (Additional requirements)</i>			
	Justification letter signed by the signed by the employee, noted by the immediate head/ Chief of the Division, and approved by the authorized signatory	One	
	Daily Time Record (Hand-written) (CS Form No. 48)	One	
Reversion of Mandatory/Forced Leave	Letter request for a reversion of leave, signed by the employee, noted by the immediate head/ Chief of the Division, and	One	Within one month from date of schedule of leave

	approved by the authorized signatory	
	Approved Application for Leave	One
<i>For Official Travel (Additional requirements)</i>		
	Travel Authority	One
	Certificate of Appearance	One
<i>For Activities Conducted in the Office (Additional requirements)</i>		
	Memorandum/Notice of Meeting	One
	Daily Time Record (Hand-written) (CS Form No. 48)	One
<i>If Requested to Report to Office (Additional requirements)</i>		
	Justification letter signed by the signed by the employee, noted by the immediate head/ Chief of the Division, and approved by the authorized signatory	One
	Daily Time Record (Hand-written) (CS Form No. 48)	One

2. All photocopies must be duly certified by the authorized signatory.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

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