

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		Сору	Dubilliboloff
	ry/Forced/Vacation Leave		
11200 00000	Duly Filled-out Application for	One	At least five days
	Leave (CS Form No. 6, Revised		before going on
	2020)		leave
	Sick Leave		
	Duly Filled-out Application for	One	Immediately upon
	Leave (CS Form No. 6, Revised		employee's return
	2020)		and up to six days
	Medical Certificate (if leave if		from date of leave
	more than 5 days)		
St	pecial Privilege Leave		
	Duly Filled-out Application for	One	At least one week
	Leave (CS Form No. 6, Revised		prior to availment,
	2020)		except on
			emergency cases
	Solo Parent Leave		
	Duly Filled-out Application for	One	At least five days
	Leave (CS Form No. 6, Revised		before going on
	2020)		leave
	Updated Solo Parent		
- m: o.cc	Identification Card	Cuadit	
Compensatory Time-Off	charged to Compensatory Overtime		At least five days
	Duly Filled-out Application for	One	
	Leave (CS Form No. 6, Revised		before going on leave
D. H. Missa Danadas d	2020)	One	Every 5th day of
Daily Time Record and	Duly Filled-out Application for Leave (CS Form No. 48)	One	the succeeding
attachments For Official Pusin	ess Travel (Additional requirement	s)	month (if the 5th
For Official Busin	Locator Slip	One	day falls on a
	Locator onp	OH	



Address: Government Center, Candahug, Palo, Leyte

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	Travel Authority	One	Saturday,
	Certificate of Appearance	One	Sunday, or
	Memorandum (if applicable)	One	Holiday, the
D. D	ess Travel (Additional requirements		deadline of
For Personal Busin	Individual Pass/Employee Slip	One	submission would
	individual Pass/Employee Sup	One	be the last
Biometrics Maij	unction (Additional requirements)	One	working day prior
	Photocopy of Guards' Log Book	One	to the 5th day of
	duly certified by the Chief, Administrative Division and		the succeeding
			month)
	Employee's Log sheet duly certified by the Division Chief of		
	the functional division where		
	the employee is assigned		
	Leave of Absence	One	
	Approved Application For Leave	One	
	(CSC Form No. 6) and		
	attachments (if Applicable)	0-0	Every last working
Statement of Assets,	SALN- Required by R.A. 6713	One	day of March
iabilities, and Net	(Revised as of January 2015)		day of March
vorth		0	Eveny lost working
Personal Data Sheet	PDS- CS Form No. 212,	One	Every last working day of April
	Revised 2017		Within one month
Cancellation of		One	## ###################################
Approved Leave	of leave, signed by the		from date of schedule of leave
	employee, noted by the		schedule of leave
	immediate head/ Chief of the		
	Division, and approved by the		
	authorized signatory		_
	Approved Application for Leave	One	
Change of Schedule of	Letter request for a change of	One	Within one month
Leave	schedule of leave, signed by the		from date o
Deave	employee, noted by the		schedule of leave
	immediate head/ Chief of the		
	Division, and approved by the		
	authorized signatory		
	Approved Application for Leave	One	
For Official	Travel (Additional requirements)		
101 Official	Travel Authority	One	
	Certificate of Appearance	One	
D. Astigition Conduc	ted in the Office (Additional require	ments	
For Activities Conduc	Memorandum/Notice of	One	
	Meeting		
	Daily Time Record (Hand-	One	
	written) (CS Form No. 48)		
TOD	port to Office (Additional requireme	nts)	
If Requested to Re	Justification letter signed by	One	
	the signed by the employee,		
	noted by the immediate head/		
	Chief of the Division, and		
	approved by the authorized		
	signatory Daily Time Record (Hand-	One	_
	written) (CS Form No. 48)	One	Within one mon
Tecacan	f Letter request for a reversion of	One	from date
Mandatory/Forced	leave, signed by the employee		schedule of leave
Leave	noted by the immediate head/		Schodule of leave
The second secon	Chief of the Division, and		



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

- 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

AD-PS-COZ





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