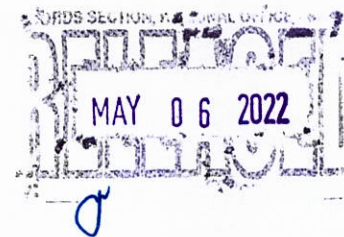




Republic of the Philippines
Department of Education
 CARAGA REGION



May 4, 2022

REGIONAL MEMORANDUM
 No. 0365, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
 Assistant Schools Division Superintendents
 All Concerned
 This Region

SUBMISSION OF UPDATED LEAVE CARDS AND APPROVAL OF LEAVE
 APPLICATIONS FOR ALL 3RD LEVEL POSITIONS

- Section 1 of Civil Service Memorandum Circular No. 14, s. 1999 provides that appointive officials up to the level of Heads of Executive Departments, Heads of Departments, Undersecretaries and Employees of the government whether permanent, temporary, or casual who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay.. ~~xxxx (underscoring ours)xxxx.~~
- Application of vacation and sick leave for all 3rd level officials in the Schools Division Offices shall be submitted to this Regional Office for approval in adherence to the provisions of Sections 51, 52, 53 and 54 of CSC MC No. 41, s. 1998.
- Corollary thereto, all SDO Administrative Officer V for Admin are directed to submit the updated leave cards of their respective Schools Division Superintendents and Assistant Schools Division Superintendents on or before May 10, 2022. Likewise, all applications for leave of absence involving the abovenamed officials must be submitted to this Office for appropriate action and approval.
- Schools Division Offices are not authorized to act on any leave of absence applications involving 3rd level officials, as this duty is within the exclusive authority of the Regional Director or his/her duly authorized representative.
- Widest dissemination of this issuances is desired.

[Signature]
MA. GEMMA MERCADO LEDESMA
 Regional Director

Encls.:NONE
 Reference: CSC MC. 41, s. 1998 as amended
 CSC MC 14, s. 1999

To be indicated in the Perpetual Index under the following subjects:
 APPLICATION GUIDELINES LEAVE MEMORANDUM

ASD/jbr
 5/4/2022



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