



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 27, s. 2012

To : All Public Schools District Supervisors  
Public Secondary School Heads  
Public Elementary School Heads  
Administrative Officers  
Teachers & Non - Teaching Personnel (National)  
Teachers & Non - Teaching Personnel (SEF-Paid)  
All Others Concerned

From :  ELLEN BAWING - DONATO, CESO IV  
Schools Division Superintendent 

Subject :  SUBMISSION OF CSC FORM 6

Date : 13 February 2012

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01. It has been observed that some teachers and employees fail to comply the proper time of submitting the CSC Form 6 (Application for Leave) both for national-paid and SEF-paid employees resulting to the delay in the processing of payrolls or disapproval of the same.
  02. The practice of late submission of Form 6 was also noticed by our counterparts at Baguio City Hall, who in turn require us to submit justifications for the employee's failure to submit them on time. This practice consumes a lot of time and disrupts the smoother flow of processing documents, thus, it has to be prevented.
  03. Be reminded of Rule XVI of the Omnibus Rules Implementing EO 292, as amended by CSC MC 41, s. 1998, which provides:

*Section 51. Application for vacation leave. - All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency FIVE (5) DAYS IN ADVANCE, whenever possible, of the effective date of such leave.*

*Section 53. Application for sick leave. - All application for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed IMMEDIATELY UPON RETURN from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or*

*to the agency head. Application for sick leave in excess of five (5) days shall be accompanied by a proper medical certificate. (Emphasis ours)*

04. Justifications of a teacher or employee pronouncing that he/she is not aware of the regulations are downright lousy and vehemently proscribed; *Ignorance of the law excuses no one from compliance therewith (Art. 3, Civil Code of the Philippines).*
05. All school heads and administrative officers are hereby directed to look into this matter and implement the above-mentioned regulations. It should also be discussed during the orientation of new entrants.
06. Immediate dissemination of this Memorandum and strict compliance is enjoined.