



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY

RELEASED
DATE: OCT 26 2022
TIME: 9:45
BY: msf

October 21, 2022

DIVISION MEMORANDUM

No. 445, s. 2022

REITERATING THE STRICT COMPLIANCE ON THE APPLICATION FOR LEAVE (CSC FORM NO. 6), SUBMISSION OF DAILY TIME RECORD (CSC FORM NO. 48) AND IMPLEMENTATION ON THE USE OF LOCATOR SLIP FOR OFFICIAL TRANSACTIONS

To: All SDO Employees
Public School Heads
Teaching and Non-Teaching Personnel
Others Concerned

1. Relative to the issuances of the Civil Service Commission (Omnibus Rules on Leave Rule XVI and as amended by CSC MC No. 41, s. 1998 and CSC MC No. 5, s. 2021) on the Application for Leave, (CSC MC No. 21, s. 2021) on the Policy on Government Working Hours for Government officials and employees as the guiding principles in compliance with the submission of Daily Time Record and DepEd issuance on the Omnibus Travel Guidelines for all Personnel of the Department of Education, as amended, (DepEd Order No. 046, s. 2022) particularly Item 3.c on the use of Locator Slips for official transactions, this Office reiterates the strict compliance on the application for CSC Form No. 6, submission of CSC Form No. 48 and accomplishment of Locator Slip by all employees every time they leave their offices'/schools' premises.

2. In order to effectively implement the aforementioned issuances, all employees shall continue to be guided on the following rules:

A. Application for Leave

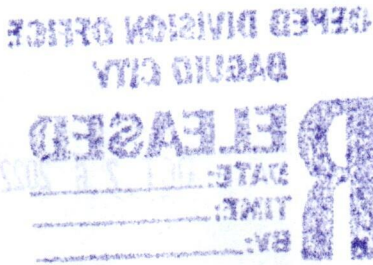
1. All applications for leave shall be prepared using the prescribed form and shall be accomplished in three (3) copies with documentary requirements, if necessary;
2. Sick leave shall be filed IMMEDIATELY upon the employee's return, or may be filed in advance in case the official or employee or immediate family of the employee will undergo medical examination or operation or advised by a medical physician to rest in view of ill health, this should be duly supported by a medical certificate;
3. Application for sick leave in excess of (5) five successive days shall be accompanied by a medical certificate;
4. Vacation Leave, Forced Leave or Mandatory Leave and Compensatory time/Day Off shall be filed at least five (5) days in advance;
5. Special Privilege Leave shall be filed at least one (1) week before it will be availed of except in emergency cases;
6. Leave applications that do not meet the required no. of days for submission will be disapproved; hence, the absence shall NOT be deducted from the accumulated leave credits and be considered as

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ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



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leave without pay, unless justified by inexorable circumstances beyond human control to be submitted to the Schools Division Superintendent; and

7. For Schools, the Administrative Officer/ADAS shall ensure the completeness and veracity of the form and its attachments, before forwarding to the Schools Division Office.

For additional information, refer to the instructions and requirements stated at the back of the said CSC form.

B. Submission of Daily Time Record

1. For uniformity, schools shall adapt 7:30-4:30 OR 7:40-4:40 official office hours (teaching personnel);
2. Duly signed Daily Time Record shall be submitted in two (2) copies for School/Division Office copy and COA copy; and
3. DTR shall be accomplished completely with documentary requirements such as Locator Slip, Travel Order, Form 6, Certificate of Appearance etc., whichever is applicable.

C. Accomplishment of Locator Slip

1. An employee shall accomplish a Locator Slip when leaving the offices'/schools' premises during office hours within a day, for an entire day, or for a period not exceeding one day on official business;
2. The Locator slip shall be approved by the Head of Office or the immediate supervisor of the concerned personnel, and shall be prepared in duplicate. One copy shall be submitted to the guard on duty for SDO personnel and AO/ADAS for school employees upon return of the personnel for recording;
3. The authorized Certificate of Appearance (CA) is already included at the lower portion of the Locator Slip. This shall likewise be accomplished by the authorized personnel in the destination. A Certificate of Appearance may be secured from the office visited, in lieu of the certification/signature of the person visited.
4. For activities requiring more than one (1) day physical presence and with approved authority to travel, a CA purposely for the activity shall be required; and
5. SDO proper employees who intend to use the service car for official business shall also secure request form for vehicle use from the Administrative Office and submit the same to the guard on duty.

5. For information, guidance and strict compliance.

FEDERICO P. MARTIN EdD, CEEd, CESO V
Schools Division Superintendent