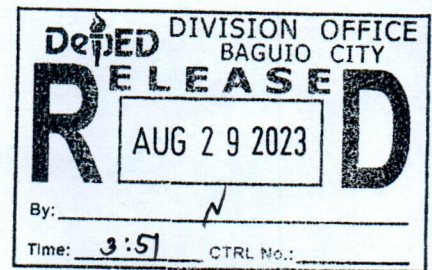




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



August 25, 2023

DIVISION MEMORANDUM
No. 343-2023

UPDATED GUIDELINES IN THE APPLICATION FOR LEAVE (FORM 6)

To: ALL Chief Education Supervisors
Public School District Supervisors
Education Program Supervisors
Section/Unit Heads
Public School Heads
Administrative Officers
Others Concerned

1. Relative to Division Memorandum No. 445, s. 2022 titled "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", the field is hereby informed of the updated guidelines in filing Application for Leaves incurred starting **August 29, 2023**.
2. All applications for leave shall be prepared in **two (2) copies** with documentary requirements, if necessary.
3. School Administrative Officers/Personnel-In-Charge for Form 6 shall receive all applications **duly signed by the authorized recommending official and ensure the completeness and veracity of the form including its attachments** following the prescribed timelines per CSC Omnibus Rules on Leave as reiterated in DM 445, s. 2022 before forwarding to the Schools Division Office.
4. To facilitate the Form 6 database starting SY 2023-2024, details in applications for leave must be encoded and submitted online via Google Form by the school AOs/Personnel-In-Charge **before submitting the hard copy to the Division Office**. Submission online shall also serve as the receiving date by the school.
5. Respective links per school for Form 6 submission shall be posted at www.deped.pines.com under **Online Services: e-Admin Services**.
8. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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ONLINE SERVICES



e-ADMIN SERVICES

Submit Documents for Action,
Approval and Signing.



e-LEGAL SERVICES

Our Legal Unit is always ready to
serve.



TELECONSULTATION

Get in touch with our medical
officers for your health concerns.



DEPED ACCOUNT

Request for new account or
password reset.



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