



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

MAY 29 2023

MEMORANDUM

SUBMISSION OF UPDATED LEAVE CARD AND SERVICE RECORD

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/ OICs
Administrative Officer V
All Others Concerned

1. To ensure the correctness of records, and to comply with CSC Rules on Leave and timely recording of Application for Leave (Form 6) submitted to this Office for approval, all School Administrative Officers II are requested to submit the soft copy of Employees' Leave Cards and Service Records **not later than June 30, 2023**.
2. In view hereof, the School AOs and HR-in charge are advised to upload the updated Leave Card and Service Record to this link: <https://tinyurl.com/SDOMunt-LeaveCard>.
3. Attached are Annex A: Template for Leave Card, and Annex B: Template for Service Record.
4. Immediate compliance with this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Enclosure: none

References: Omnibus Rules on Leave

To be indicated in the Perpetual Index under the following subjects:

DATA LEAVE TEACHERS RECORD

HR-JY/ Submission of Updated Leave Card and Service Record
172/May 19, 2023

UN-2023-172



Student Center for Life Skills Bldg., Centennial Ave.,
Brgy. Tunasan, Muntinlupa City
(02) 8829 – 2308, (02) 8478 - 2846
sdo.muntinlupa@gmail.com



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SCHOOL NAME
SCHOOL ADDRESS



Principal IV

