



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent


FEB 25 2025

MEMORANDUM

**REITERATION OF DIVISION MEMORANDUM NO. 172, S. 2023
“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
Administrative Officer V
All Others Concerned

1. This Office reiterates the Division Memorandum No. 172, s. 2023, titled, Submission of Updated Leave Card and Service Record, to ensure the accuracy of records and compliance with CSC Rules on Leave, as well as the timely recording of Application for Leave (Form 6) submitted to this Office for signature and approval.
2. In view hereof, the School Administrative Officer and HR-in-Charge are advised to upload the updated Leave Card and Service Record to this link: <https://tinyurl.com/SDOMunt-LeaveCard>, not later than March 5, 2025.
3. Attached are Annex A: Template for Leave Card, and Annex B: Template for Service Record.
4. Strict compliance to this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: as stated

References: Division Memorandum 2023-172

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

DATA

LEAVE

TEACHERS

RECORD

JBY/AMF/ Reiteration of Submission of Updated Leave Card and Service Record

083/February 19, 2025

UN-2025-083



083



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



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