

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: <u>https://tinyurl.com/SDOMunt-LeaveCard</u>, 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.

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

067

JBY/AMF/ Reiteration of Submission of Updated Leave Card and Service Record 083 /February 19, 2025

UN-2025-083





Deped-muntinlupa.com



Republic of the Philippines

Department of Education

National Capital Region Schools Division Office – Muntinlupa City

Office of the Schools Division Superintendent

MEMORANDUM

MAY 29 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/ 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 $172/{\rm May}$ 19, 2023

UN-2023-172

126819



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

0: 18.1519.026

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Department of Education National Capital Region SCHOOLS DIVISION OFFICE City of Muntinlupa



SCHOOL NAME SCHOOL ADDRESS

EMPLOYEE'S LEAVE CARD

NAME POSITION STATUS

CIVIL STATUS ENTRANCE TO DUTY UNIT

OSIS POLICY NO. TIN NO.

NATIONAL REFERENCE CARD NO.

PERIOD	PARTICULARS	VACATION LEAVE				SICK LEAVE				
		EARNED	ABSENCE UNDERTIME W/ PAY	BALANCE	ABSENCE UNDERTIME W/O PAY	EARNED	ABSENCE UNDERTIME W/ PAY	BALANCE	ABSENCE UNDERTIME W/O PAY	REMARKS

This is to certify that as per records of this Office the above-mentioned name has VACATION LEAVE CREDITS & SICK LEAVE CREDITS

Prepared by:

Certified Correct:

Administrative Officer II

Principal IV

n Agric B Maria II Na Kasa		Natio SCHOO	rtment of Education onal Capital Region LS DIVISION OFFICE y of Muntinlupa	SCHOOL LOGO
	150 9001:2015		HOOL NAME	
	Certified	SCH	OOL ADDRESS	
			Employe BP No.:	e No.:
Name:				(if married woman
*********	(Surname)	(Name)	(Middle Name)	give the maiden name)
Birth:				(Date herein should be checked from the ————————————————————————————————————
	Date		Place (town & province)	reliable documents)

This is to certify that the employee name above actually rendered service in this Office as shown by the service record below each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

	То	Designation	Decord	f Appointment	Office		Remarks
From			Record 0.	Appointment	Entity	Branch	
			Status	Salary	Division		
-							
		x*x*x*x*x*x*	x*x*x*x**	*x*x*x*x*x*x*x*x	***************	*x*x*x*x*x*x*x*x*x	*x*x*x*x*x*x
		ISSUED UPON	REQUEST	OF THE TEACI	HER CONCER	NED FOR RECOR	D PURPOSES.
		С	ER	TIF	ICA	TIO	N
						above mentioned er 6, 2017 up to p	

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and in accordance with Circular No. 58 dated August 10, 1954 of the system.

Prepared by:

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For and by the authority of the Schools Division Superintendent:

NOEMI A. VALDEZ Administrative Officer V

Date:

March 28, 2023

School Head