



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
CID No. 734, s. 2025

TO : **ANALISA A. BAGARINAO**
Education Program Supervisor (English)

FROM : **JAY S. MONTEALTO, CESO VI**
Schools Division Superintendent

DATE : November 4, 2025

SUBJECT : Designation as Officer-In-Charge of CID

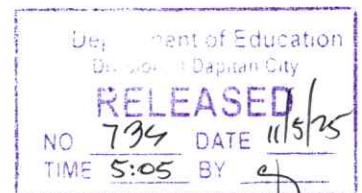
In view of the **Vacation Leave** of the Chief Education Supervisor of the CID, you are hereby designated as Officer-In-Charge of the Curriculum Implementation Division effective **November 24 - 28, 2025**.

As such, you shall act on matters which are routinary in nature and hold in abeyance those that are discretionary. However, urgent matters requiring immediate action shall be communicated directly to me for instructions.

During this period, your responsibilities as Officer-in-Charge include the following:

1. Represent the office or assign a representative to meetings called by the other offices.
2. Sign and affix signatures in Master Program, Leave Form, LAC Plan, Locator Slip, Daily Time Record (DTR) and Urgent Activity Proposals.
3. You are required to submit a summary report of all documents and activities acted upon during your Officer-In-Charge.

Please be guided accordingly.



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Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY
APPLICATION FOR LEAVE

Stamp of Date of Receipt

1. OFFICE/DEPARTMENT DepEd- CID	2. NAME : (Last) SUAREZ II (First) VICENTE JOSE (Middle) VILLASICA	
3. DATE OF FILING <u>July 1, 2025</u>	4. POSITION <u>Chief Education Supervisor- CID</u>	5. SALARY _____

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input checked="" type="checkbox"/> Abroad (Specify) <u>EUROPE</u></p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
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<p>6.C NUMBER OF WORKING DAYS APPLIED FOR 8 Days</p> <p>INCLUSIVE DATES <u>November 24, 2025 to December 3, 2025</u></p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p align="right"><u>Vicente J. Suarez II</u> VICENTE JOSE V. SUAREZ II (Signature of Applicant)</p>
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7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS As of <u>7.3.25</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td align="center"><u>69.25</u></td> <td align="center"><u>204.24</u></td> </tr> <tr> <td>Less this application</td> <td align="center"><u>- 8</u></td> <td align="center"><u>-</u></td> </tr> <tr> <td>Balance</td> <td align="center"><u>61.25</u></td> <td align="center"><u>204.24</u></td> </tr> </table> <p align="center"><u>Amythyst Faith O. Diao</u> AMYTHYST FAITH O. DIAO Administrative Officer IV (Authorized Officer)</p>		Vacation Leave	Sick Leave	Total Earned	<u>69.25</u>	<u>204.24</u>	Less this application	<u>- 8</u>	<u>-</u>	Balance	<u>61.25</u>	<u>204.24</u>	<p>7.B RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____</p> <p align="center"><u>Aurelio A. Santisas, CESE</u> AURELIO A. SANTISAS, CESE Assistant Schools Division Superintendent (Authorized Officer)</p>
	Vacation Leave	Sick Leave											
Total Earned	<u>69.25</u>	<u>204.24</u>											
Less this application	<u>- 8</u>	<u>-</u>											
Balance	<u>61.25</u>	<u>204.24</u>											

<p>7.C APPROVED FOR:</p> <p><u>8</u> days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p align="center"><u>Jays Monteaño</u> JAYS MONTEALTO, CESO VI OIC- Schools Division Superintendent (Authorized Official)</p>
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