



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

---

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 536 2022

TO : **EDILBERTO R. RACHO**  
Disbursing Officer II  
Sulangon Central School

FROM :   
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

SUBJECT: **CANCELLATION OF APPROVED FORM 6**

DATE : December 20, 2022

- 
1. In exigency of service, your approved Form 6 for Mandatory Leave scheduled on December 22, 23, 27-29, 2022 and Special leave on December 19, 2022 is hereby cancelled due to the two (2) months leave of the principal, Cristina Z. Villoria and three(3) months Maternity Leave of the Bookkeeper, Janine O. Potoy . There are year-end reports to be done particularly the liquidation of School MOOE and other tasks in the District Office.
  2. Anent this, your six (6) days Mandaory and Special Leave will be retained and added back to your leave credits.
  3. For compliance.



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
www.depeddapitancity.net

dapitancity@deped.gov.ph  
fb.com/DepEdDapitanCity



Department of Education  
Division of Dapitan City.

**RELEASED**

NO 536 DATE 12/20/22  
TIME 8:35 BY [Signature]