



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. 134, s. 2023

To: **WELGAE R. ADRIATICO**  
Administrative Assistant II

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

Subject: **CANCELLATION OF APPROVED MANDATORY LEAVE OF ABSENCE**

Date: March 21, 2023

In the exigency of service, please be advised that your approved Form 6, specifically, your **mandatory leave of absence** schedule on **March 22, 2023 to March 24, 2023** is hereby **cancelled** due to Seminar-Workshop on Basic Customer Service Cum effectively Delivery of Financial and Administrative Services to be conducted on March 22-24, 2023 in which you are one of the participants of the said event. As such, the corresponding **three (3)** days of supposed forced leave is hereby **restored** to your existing vacation leave credits.

For your information and compliance.



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Department of Education  
Division of Dapitan City

RELEASED

NO. 134 DATE MAR 23 2023  
TIME 3:23 BY AK