
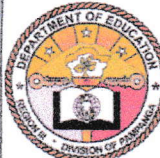


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|  | Republic of the Philippines<br>Department of Education<br>Region III - Central Luzon<br><b>SCHOOLS DIVISION OF PAMPANGA</b><br>High School Blvd. Brgy. Lourdes, City of San Fernando |  | Document Code: SDOPAMP-QF-OSDS-002<br>Revision: 00<br>Effectivity Date: 5-08-18 |
|   | <b>DIVISION MEMORANDUM NO. <u>624</u>, S. 2018</b>   |   | Name of Office: AOV-AS  |

**TO** : Heads of Elementary, Secondary and Senior High Schools  
 OIC-ASDS, North and East Sectors  
 OIC-ASDS, West and South Sectors  
 Chiefs, CID and SGOD  
 All Unit Heads

**SUBJECT** : Delegation of the Authority to approve Applications for Leave of Absence to the OIC-ASDSs in their assigned Sectors

**DATE** : December 6, 2018

1. In order to facilitate the approval of applications for leave of absence of teachers, school heads and other personnel of this division, approval has been delegated to the OIC-ASDSs, irrespective of the number of days applied for.
2. It follows that the endorsement/recommendation for approval of leaves to be spent abroad is likewise delegated to the said officials.
3. In the transmittal of the applications for leave of absence, attention of the concerned Assistant Schools Division Superintendent shall be called.
4. It is reiterated that applications for leave of absence should be submitted to the division office within reglementary period for timely processing of concerned personnel especially vacation leaves, forced leaves and leaves to be spent abroad. Approved applications for leave of absence of teachers are required for appointments of substitute teachers.
5. Applicable supporting documents should be attached to applications for leave of absence to avoid time consuming compliance.
6. For your information and guidance.

  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
 Schools Division Superintendent

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