

#### Republic of the Philippines

## Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



September 4, 2023

Division MEMORANDUM No. 332, s. 2023

# UTILIZATION OF THE ONLINE PLATFORM IN THE SUBMISSION OF APPLICATION FOR LEAVE OF ABSENCE AND COMPENSATORY TIME-OFF

To: Asst. Schools Division Superintendent Chief Education Program Supervisors Education Program Supervisors Public Schools District Supervisors Head of Units and Offices

Elementary and Secondary School Heads

Administrative Officers and Administrative Assistants

All other concerned

- 1. Republic Act no. 8792 or the "Electronic Commerce Act of 2000 provides that electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference (e).
- 2. Moreover, RA 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 provided that government agencies must initiate a simplification of their services/processes through automation or computerization of the processes/services, reduction in the processing time, and reduction in costs.
- 3. Relevant to these policies, the Schools Division of Tabuk City issues the following guidelines on the online submission of Application for vacation leave, sick leave and compensatory time-off.
  - a. Application to any type of leave shall be made using the Civil Service (CSC) Form No. 6, Revised 2020 with the documentary requirements stated in page 2 of said form and in Division Memorandum No. 204, s. 2023.
  - b. Personnel who wish to avail any type of leave or a Compensatory Time-off is responsible of ensuring that their submitted form is fully accomplished and signed. Incomplete forms will not be processed.
  - c. Applications to avail Compensatory Time-off and Applications for Leave of Absence except for Maternity Leave, Rehabilitation Leave, Study Leave and Special Privilege Leave for Women which date/s is between September 6 to 30, 2023 shall only be submitted through the online platform.
  - d. Approval of the application for leave of absence and availment of Compensatory Time-off is subject to the provisions of Division Memorandum No. 204, s. 2023.



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga

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e. All applications for Leave of Absence and Availment of Compensatory Time-off shall be submitted to: <a href="https://bit.ly/AppLeave">https://bit.ly/AppLeave</a> or by scanning the QR code below:



- 4. The procedure and flowchart of the utilization of the online platform for submission of Applications for Leave of Absence and Overtime Compensatory Time-off is delineated in Annex 1.
- 5. Widest dissemination of and compliance with this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

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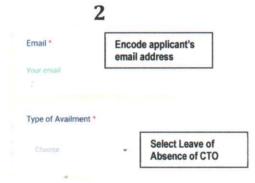
### Department of Education

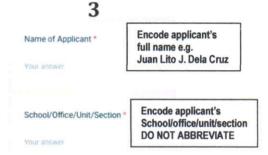
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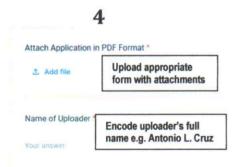
#### ANNEX 1

Utilization of the Online Submission of Application for Leave of Absence and Compensatory Time-off









Confirmation of Receipt of Application will be sent to the applicant's e-mail address

Check status of application in:

https://bit.ly/StatAppLeave

Download Approved Application for Leave and/or Compensatory Time-off from:

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https://bit.ly/DwnAppLeave



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