



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. 992, 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.





Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

e. All applications for Leave of Absence and Availment of Compensatory Time-off shall be submitted to: <https://bit.ly/AppLeave> 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 



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Website: <https://www.tabuk.city@deped.gov.ph>
E-mail: tabuk.city@deped.gov.ph



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

ANNEX 1
Utilization of the Online Submission of Application for Leave of Absence and Compensatory Time-off

1

Access the link:
<https://bit.ly/AppLeave>
or scan the QR Code:



2

Email * **Encode applicant's email address**

Your email

Type of Availment * **Select Leave of Absence of CTO**

Choose

3

Name of Applicant * **Encode applicant's full name e.g. Juan Lito J. Dela Cruz**

Your answer

School/Office/Unit/Section * **Encode applicant's School/office/unit/section DO NOT ABBREVIATE**

Your answer

4

Attach Application in PDF Format * **Upload appropriate form with attachments**

[Add file](#)

Name of Uploader **Encode uploader's full name e.g. Antonio L. Cruz**

Your answer

5

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

Check status of application in:
<https://bit.ly/StatAppLeave>

6

Download Approved Application for Leave and/or Compensatory Time-off from:
<https://bit.ly/DwnAppLeave>

