



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY

November 22, 2023

DIVISION MEMORANDUM

No. 470 s. 2023


To: ALL SDO PERSONNEL
ALL OTHERS CONCERNED

SUBMISSION OF SPECIAL ORDER OF REINSTATEMENT TO DUTY

1. Relative to Division Memorandum No. 461 s. 2023 dated November 15, 2023, Reiteration on the On-time Submission of Daily Time Record (CSC Form 48) with complete Attachments; Submission of Form 7, and Proper Filling Out Form 48, Form 6, and Locator Slip, submission of Special Order of Reinstatement to Duty (SORTD) prior to the return date of employee is hereby highly encouraged to facilitate the submission of needed reports to RPSU.
2. Special Order of Reinstatement to Duty is a requirement to be accomplished and submitted by an employee who incurred leave of 30 days and above with or without pay (e.g. Vacation Leave, Sick Leave, Maternity Leave, Study Leave) which is dated a day after the last day of the leave which is attached and reflected to our Form 7.
3. SORTDs of concerned employees must be submitted at the Division Office for processing at least two weeks before its effectivity with the following attachments:

No.	Type of Leave	Attachments
1	Vacation Leave	SORTD Form
2	Sick Leave	Medical Certificate(Form 211) stating Fit to Work and SORTD Form
3	Maternity Leave	Medical Certificate(Form 211) stating Fit to Work and SORTD Form
4	Study Leave	SORTD Form

Immediate dissemination and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent