



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 26, 2024

OFFICE MEMORANDUM

AD-2024- **131**

**SUBMISSION OF HUMAN RESOURCE RELATED DOCUMENTS TO THE
ADMINISTRATIVE DIVISION-PERSONNEL SECTION**

To: Director III
Functional Division Chiefs
Regular and Detailed Employees
All Others Concerned

1. In our continuous effort to increase efficiency, free up physical space, and enhance accessibility, this Office through the Administrative Division-Personnel Section shall digitize some human resource related documents.
2. Relative thereto, starting **March 1, 2024**, this Office requires all regular and detailed employees to comply and submit the following documents:

Name of Document	No. of Copy	Deadline of Filing/Submission	
Application for Leave (CSC Form No. 6 Revise 2020)	One	Vacation Leave/Mandatory/Forced Leave-	At least five days in advance, of the effective date of leave
		Sick Leave	Immediately upon employee's return and up to six days from date of leave
		Special Privilege Leave	At least one week prior to availment, except on emergency cases
		Solo Parent Leave	At least five days before going on leave
Daily Time Record (CSC Form No. 48) and attachments (from February 2024 onwards)	One	Every 5 th day of the succeeding month (if the 5 th day falls on a Saturday, Sunday, or Holiday, the deadline of submission would be the last working day prior to the 5 th day of the succeeding month)	
Statement of Assets, Liabilities, and Net worth(SALN)	One	March 27, 2024	
Personal Data Sheet	One	April 15, 2024	

3. Further, request forms for Service Records, Certificate of Employment, and Certificate of Various Purposes, can be accessed through this link <https://bit.ly/REQUEST-FOR-ISSUANCE-OF-HR-RELATED-DOCUMENTS>.

4. For guidance and strict compliance.


EVELYN R. FETALVERO CESO IV
Regional Director 

AD-PS-COZ

