



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

June 17, 2025

**OFFICE MEMORANDUM**

AD-2025- **286**

**UPDATE AND REITERATION ON THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR HUMAN RESOURCE- RELATED TRANSACTIONS**

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

1. To facilitate efficient and prompt processing of HR-related transactions, all employees are required to strictly adhere to the following documentary requirements when submitting to the Administrative Division-Personnel Section:

Process	Requirement	No. of Copy	Timeline of Submission
<b>Application for Leave</b>			
<i>Mandatory/ Forced/ Vacation Leave</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before going on leave
<i>Sick Leave</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	Immediately upon employee's return and up to six days from date of leave
	Medical Certificate (if leave is more than 5 days)		
<i>Special Privilege Leave</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	At least one week prior to availment, except on emergency cases
<i>Solo Parent Leave</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before going on leave
	Updated Solo Parent Identification Card		
<i>Compensatory Time-Off charged to Compensatory Overtime Credit</i>			
	Duly Filled-out Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before going on leave

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Daily Time Record (DTR)	Daily Time Record (Biometrics Print-out and Hand-written by the employee) (CS Form No. 48)	One	Every 5 <sup>th</sup> day of the succeeding month (if the 5 <sup>th</sup> day falls on a Saturday, Sunday, or Holiday, the deadline of submission would be the last working day prior to the 5 <sup>th</sup> day of the succeeding month)
For Official Business Travel (Additional requirements)			
	Locator Slip	One	
	Travel Authority	One	
	Certificate of Appearance	One	
	Memorandum (if applicable)	One	
For Personal Business Travel (Additional requirements)			
	Individual Pass/Employee Slip	One	
Biometrics Malfunction (Additional requirements)			
	Photocopy of Guard's Log Book duly certified by the Records Officer/Administrative Division Chief/authorized representative	One	
	Functional Division Employee's Log sheet duly certified by the Division Chief/Authorized representative		
Leave of Absence			Every last working day of March
	Approved Application for Leave and attachments (if Applicable)	One	
Statement of Assets, Liabilities, and Net worth	SALN- Required by R.A. 6713 (Revised as of January 2015)	One	Every last working day of April
Personal Data Sheet	PDS-CS Form No. 212, Revised 2017	One	Within one month from date of schedule of leave
Cancellation of Approved Leave	Letter request for a cancellation of leave, signed by the employee, noted by the immediate head/Division Chief, and approved by the Regional Director/authorized representative	One	
	Approved Application for Leave	One	
Reversion of Mandatory/Forced Leave	Letter request for a reversion of leave, signed by the employee, noted by the immediate head/Division Chief, and approved by the Regional Director/authorized representative	One	Within one month from date of schedule of leave
	Approved Application for Leave	One	
For Official Travel (Additional requirements)			
	Travel Authority	One	
	Certificate of Appearance	One	
For Activities Conducted in the Office (Additional requirements)			
	Memorandum/Notice of Meeting	One	
	Daily Time Record (Hand-written by the employee)	One	
If Requested to Report to Office (Additional requirements)			
	Justification letter signed by the employee, noted by the immediate head/Division Chief, and approved by the Regional	One	

	Director/authorized representative		
	Daily Time Record (Hand-written by the employee)	One	

2. The Records Officer/Administrative Division Chief/authorized representative must duly certify all photocopies.
3. Failure to submit the Daily Time Record on the deadline set shall cause suspension of crediting of net take home pay for the current month and shall resume upon submission of the same.
4. Non-compliance with the aforementioned rules may be a ground for disciplinary action pursuant to Section 50 (F) (3), Rule 10 (Administrative Offenses and Penalties on the violation of Reasonable Office Rules and Regulations.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

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