



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

November 17, 2025

OFFICE MEMORANDUM

AD-2025- 577

REMINDER AND UPDATE ON SUBMISSION OF HUMAN RESOURCE-RELATED DOCUMENTARY REQUIREMENTS

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

1. In line with the goal of ensuring the timely and efficient processing of human resource-related transactions, all employees are hereby reminded to strictly comply with the following documentary requirements when submitting to the Administrative Division-Personnel Section:

Process		Requirement	No. of Copy	Timeline of Submission
Application for Leave				
<i>Mandatory/ Forced/ Vacation Leave</i>				
		Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days prior to the intended leave
<i>Sick Leave</i>				
		Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	Immediately upon return to work, within six (6) days from the date of leave
		Medical Certificate (if leave is exceeds 5 days)		
<i>Special Privilege Leave</i>				
		Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least one (1) week before availment, except on emergency cases
<i>Solo Parent Leave</i>				
		Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before the scheduled leave
		Updated Solo Parent Identification Card		
<i>Compensatory Time-Off charged to Compensatory Overtime Credit</i>				
		Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before the scheduled leave

Daily Time Record (DTR)	Biometrics print-out and hand-written DTR (CS Form No. 48)	One	Every 5th day of the following month (if the 5th falls on a weekend or holiday, submit on the last working day before the 5th)
<i>For Official Business Travel (Additional requirements)</i>			
	Locator Slip	One	
	Travel Authority	One	
	Certificate of Appearance	One	
	Memorandum (if applicable)	One	
<i>For Personal Business Travel (Additional requirements)</i>			
	Individual Pass/Employee Slip	One	
<i>Biometrics Malfunction (Additional requirements)</i>			
	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	One	
<i>Leave of Absence (Additional requirements)</i>			
	Approved Application for Leave and attachments (if Applicable)	One	
<i>Work-from-Home (Additional requirements)</i>			
	Individual Daily Log and Accomplishment Report	One	
	Means of Verification		
Statement of Assets, Liabilities, and Net worth	SALN- Required by R.A. 6713 (Revised as of January 2015)	One	Every last working day of March
Personal Data Sheet	PDS-CS Form No. 212, Revised 2017	One	Every last working day of April
Cancellation of Approved Leave	Letter of request signed by the employee, noted by the immediate head/Division Chief, and approved by the Regional Director/authorized representative	One	Within one (1) month from the scheduled leave date
	Approved Application for Leave	One	
Reversion of Mandatory/Forced Leave	Letter request signed by the employee, noted by the immediate head/ Division Chief, and approved by the Regional Director/ authorized representative	One	Within one month from the scheduled leave date
	Approved Application for Leave	One	
<i>For Official Travel (Additional requirements)</i>			
	Travel Authority	One	
	Certificate of Appearance	One	
<i>For Activities Conducted in the Office (Additional requirements)</i>			
	Memorandum/Notice of Meeting	One	
	Daily Time Record (Hand-written by the employee)	One	
<i>If Requested to Report to Office (Additional requirements)</i>			
	Justification letter signed by the employee, noted by the immediate head/Division Chief,	One	

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

2. All photocopied documents must be duly certified by the Records Officer or Administrative Division Chief, or an authorized representative.
3. Effective January 2026, failure to submit the Daily Time Record on the deadline set will result to the suspension of net take-home pay for the current month. Resumption of salary will be on the following month, and upon compliance of the DTR with complete attachments.
4. Those employees who are on leave or on official travel within the submission week may request for the advance printing of biometrics-generated DTR from the Personnel Section to avoid delay in the submission.
5. Non-compliance with the above-stated requirements may result in disciplinary action in accordance with Section 50 (F) (3), Rule 10 of the Administrative Offenses and Penalties on the violation of Reasonable Office Rules and Regulations.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONALO AL K. FIRMO, CESO IV
 Assistant Regional Director
 Officer-in-Charge
 Office of the Regional Director

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