



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

January 28, 2026

**OFFICE MEMORANDUM**  
 AD-2026- **53**

**UPDATED PROCESS, TIMELINES, AND DOCUMENTARY REQUIREMENTS OF  
 HUMAN RESOURCE-RELATED TRANSACTIONS**

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

1. In line with the objective of ensuring the timely and efficient processing of human resource-related transactions, all employees are hereby reminded to strictly comply with the process, timelines, and 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 accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five (5) days in advance, whenever possible
<i>Sick Leave</i>			
	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	Immediately upon employee's return from such leave
<i>If file in advance or exceeding five (5) consecutive days</i>	Medical Certificate		
<i>If Half-day Sick leave</i>	Medical Certificate		
<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 in emergency cases
<i>Wellness Leave</i>			
	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020) (may be taken either consecutively for a maximum of three (3) days at a time., or on separate non-consecutive days	One	At least five (5) days before its availment, except in emergency cases wherein it must be filed immediately upon the officials' or

			employees' return from such leave
<i>Solo Parent Leave</i>			
	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least one (1) week prior to its availment, except on emergency cases
	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
<b>Daily Time Record (DTR)</b>	Biometrics print-out and hand-written DTR (CS Form No. 48)	One	<b>Every 5<sup>th</sup> day of the following month (if the 5<sup>th</sup> falls on a weekend or holiday, submit on the last working day before the 5<sup>th</sup>)</b>
<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		
<i>Leave of Absence (Additional requirements)</i>			
	Approved Application for Leave and attachments (if Applicable)		
<i>Work-from-Home (Additional requirements)</i>			
	Individual Daily Log and Accomplishment Report	Two	Every last working day of March
	Means of Verification		
<b>Statement of Assets, Liabilities, and Net worth</b>	SALN- Required by R.A. 6713 (Revised as of January 25, 2025)		
<b>Personal Data Sheet</b>	PDS-CS Form No. 212, Revised 2025	One	Every last working day of April
<b>Cancellation of Approved Leave</b>	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	
<b>Reversion of Mandatory/Forced Leave</b>	Letter request signed by the employee, noted by the immediate head/ Division Chief, and approved by the	One	Within one month from the scheduled leave date

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	Regional Director/ authorized representative	
	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, and approved by the Regional Director/authorized representative	One
	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 prescribed deadline will result in suspension of net take-home pay for the current month. Salary resumption will be on the following month upon compliance of the DTR with complete attachments.
4. Employees on leave or official travel during 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 these 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.

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



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