



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

March 30, 2026

OFFICE MEMORANDUM
 AD-2026- **172**

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. To ensure the prompt and efficient handling of human resource-related transactions, all employees are reminded to strictly comply with the prescribed updated processes, timelines, and documentary requirements when submitting to the Administrative Division-Personnel Section:

Process	Requirement	No. of Copy	Timeline of Submission
Application for Leave			
Mandatory/Forced Leave (FL) and Vacation Leave (VL)			
<i>All employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a maximum of five (5) working days annually.</i>	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five (5) days in advance, whenever possible
Sick Leave (SL)			
<i>May be filed in advance or in excess of five (5) successive days and must be supported with a medical certificate</i>	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	Immediately upon employee's return from such leave
<i>Half-day Sick leave must be supported with a medical certificate</i>	Medical Certificate (if applicable)		
Special Privilege Leave (SPL)			
<i>An employee can avail of one special privilege leave for a maximum of three (3) days, subject to the following conditions: personal milestones, parental obligations, filial obligations, domestic emergencies, personal transactions, and calamity, accident, hospitalization 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
Wellness Leave (WL)			
<i>May be availed of in blocks of eight (8) hours.</i>	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five (5) days before its availment, except in emergency cases wherein it
<i>The employee may use the WL either consecutively for a maximum of three (3) days at</i>			



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<i>a time, or on separate non-consecutive days</i>			must be filed immediately upon the officials' or employees' return from such leave
Solo Parent Leave			
<i>Shall be availed of on a continuous or staggered basis</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		
Compensatory Time-Off charged to Compensatory Overtime Credit			
<i>May be availed of in blocks of four (4) or eight (8) hours. Agencies adopting alternative work schedules should make parallel adjustments in the availment blocks, tantamount to either a half or full day leave from work.</i>	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five days before the scheduled leave
	<i>The employee may use the CTO continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year</i>		
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 25, 2025)	Two	Every last working day of March
Personal Data Sheet	PDS-CS Form No. 212, Revised 2025	One	Every last working day of April

Cancellation of Approved 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 (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, 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.


SALUSTIANO T. JIMENEZ III, EdD, CESO III
 Regional Director

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