



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

July 20, 2026

OFFICE MEMORANDUM

AD-2026- **360**

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)			
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.	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five (5) days in advance, whenever possible
Sick Leave (SL)			
May be filed in advance or in excess of five (5) successive days and must be supported with a medical certificate	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	Immediately upon employee's return from such leave
Half-day Sick leave must be supported with a medical certificate	Medical Certificate (if applicable)		
Special Privilege Leave (SPL)			
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.	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)			
May be availed of in blocks of eight (8) hours.	Duly accomplished Application for Leave (CS Form No. 6, Revised 2020)	One	At least five (5) days before its availment, except in emergency cases

The employee may use the WL either consecutively for a maximum of three (3) days at a time, or on separate non-consecutive days			cases wherein it must be filed immediately upon the officials' or employees' return from such leave
Solo Parent Leave			
Shall be availed of on a continuous or staggered basis	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			
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. 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	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, holiday, work-from-home, or suspension of work, submission shall be on the next working day)
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	One	
Leave of Absence (Additional requirements)			
	Approved Application for Leave and attachments (if Applicable)	One	
Work-from-Home (Additional requirements)			
	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	One	

	head/Division Chief, and approved by the Regional Director/authorized representative		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, Administrative Division Chief, or their authorized representative.

3. Failure to submit Application for Leave (CSC Form No. 6) within the prescribed timelines shall be considered Absent Without Official Leave (AWOL), and the corresponding salary for the affected dates shall be automatically deducted from the employee's salary. Likewise, non-submission of the Daily Time Record (DTR) on the deadline will result in the suspension of the employee's net take-home pay for the current month. Salary will resume in the following month upon compliance with the DTR requirements and 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. Requests for HR-related documents such as Service records, Certificates of Employment, Certificates for Various Purposes, and other related documents may be filed online through this link <https://tinyurl.com/Request-for-HR-Related-Docs>.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.

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Regional Director



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