Division Memorandum
No. 982 s. 2025

CORRIGENDUM ON DIVISION MEMORANDUM NO. 04, S. 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads/OIC of Public Elementary and Secondary Schools

1. To establish a systematic and unified process for the cancellation and rescheduling of approved leave of absences of personnel in the Schools Division of Vigan, this Office issues this Corrigendum to Division Memorandum No. 04, s. 2025.

2. The rescheduling and cancellation of approved leaves shall be requested at least five (5) days before the original approved leave date.

3. This memorandum corrects the following processes and attachments used in the rescheduling and cancellation of leaves:

Particulars	From	To
Approving Authority for the Cancellation and Rescheduling of Leave	Schools Division Superintendent for all positions	Schools Division Superintendent for Chief, Unit Heads, and School Heads Assistant Schools Division Superintendent for Teaching and Non-Teaching
Attachment for the rescheduling of Leave	Letter addressed to SDS, Approved F6 with disapproval remarks and Memorandum/Travel Orders /CA	Letter addressed to SDS (Chief, Unit Heads, and School Heads), Approved F6, **New Form 6** and Memorandum/ Travel Orders/CA and other attachments (applicable)

		Letter addressed to ASDS (Teaching and Non-Teaching), Approved F6, **New Form 6** and Memorandum/ Travel Orders/CA and other attachments (applicable)
Attachment for the Cancellation of Force Leave	Letter addressed to SDS, Approved F6 with disapproval remarks and Memorandum/Travel Orders /CA	Letter addressed to SDS (Chief, Unit Heads, and School Heads), Approved F6, **copy of the scheduled Force Leave certified by the HRMO** and Memorandum/ Travel Orders/CA and other attachments (applicable) Letter addressed to ASDS (Teaching and Non-Teaching), Approved F6, **copy of the scheduled Force Leave certified by the HRMO** and Memorandum/ Travel Orders/CA and other attachments (applicable)

4. Employees are reminded to monitor the status of their request and to ensure that the new or revised leave application is duly approved prior to availing of the leave.

5. All other provisions of Division Memorandum No. 04, s. 2025 shall remain in effect.

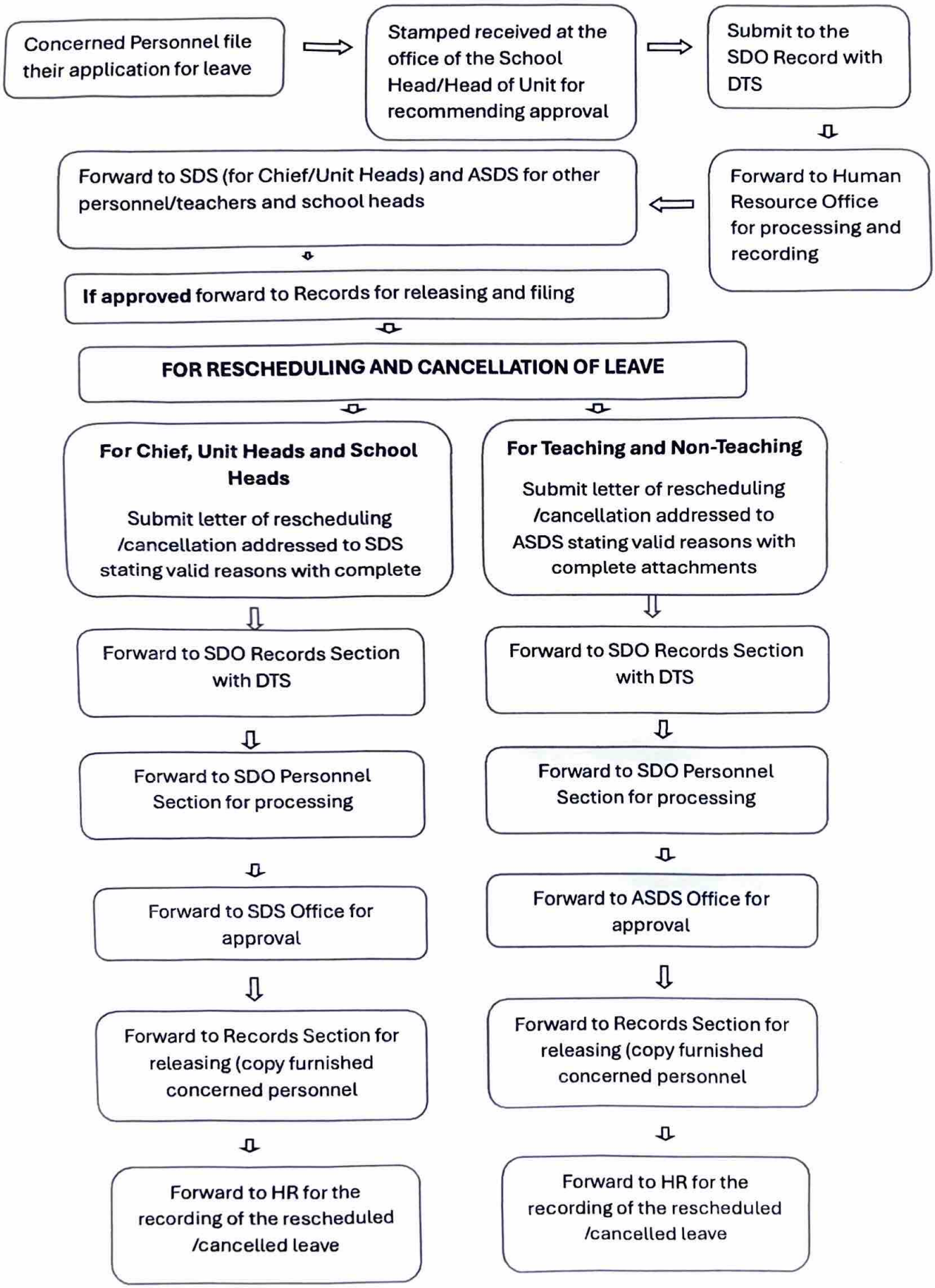
6. Widest dissemination of this memorandum is desired.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
23 DEC 2025
RELEASED
BY:

VILMA D. EDA CESO V
Schools Division Superintendent

Enclosure 1, Division Memorandum _____, s. 2025

Process Flow for the Request for Disapproval/Cancellation and Rescheduling of Leave



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
No. 4, s. 2025

ESTABLISHING THE PROCESS FLOW FOR THE DISAPPROVAL/CANCELLATION AND RESCHEDULING OF LEAVE APPLICATIONS

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – CID and SGOD
School Heads of Public Elementary & Secondary Schools
All others concerned

1. Per Civil Service Commission Memorandum Circular No. 41, s. 1998 or the Omnibus Rules on Leave, Section 25 states that: "(a) The head of agency shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave."

2. Relative to this, this office issues a detailed process flow on the disapproval/ cancellation and rescheduling of leave applications.

3. The required attachments include: request letter, approved CS Form No. 6, Revised 2020 (Application for Leave), and Travel Order/ Memorandum/ Certificate of Appearance if applicable.

4. Other means of verification should be attached in case of rescheduling due to attendance to seminars or other official business.

5. Enclosed is a copy of the said process flow and list of requirements for specific cases.

6. For information, guidance and strict compliance.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
02 JAN 2025
RELEASED
BY:

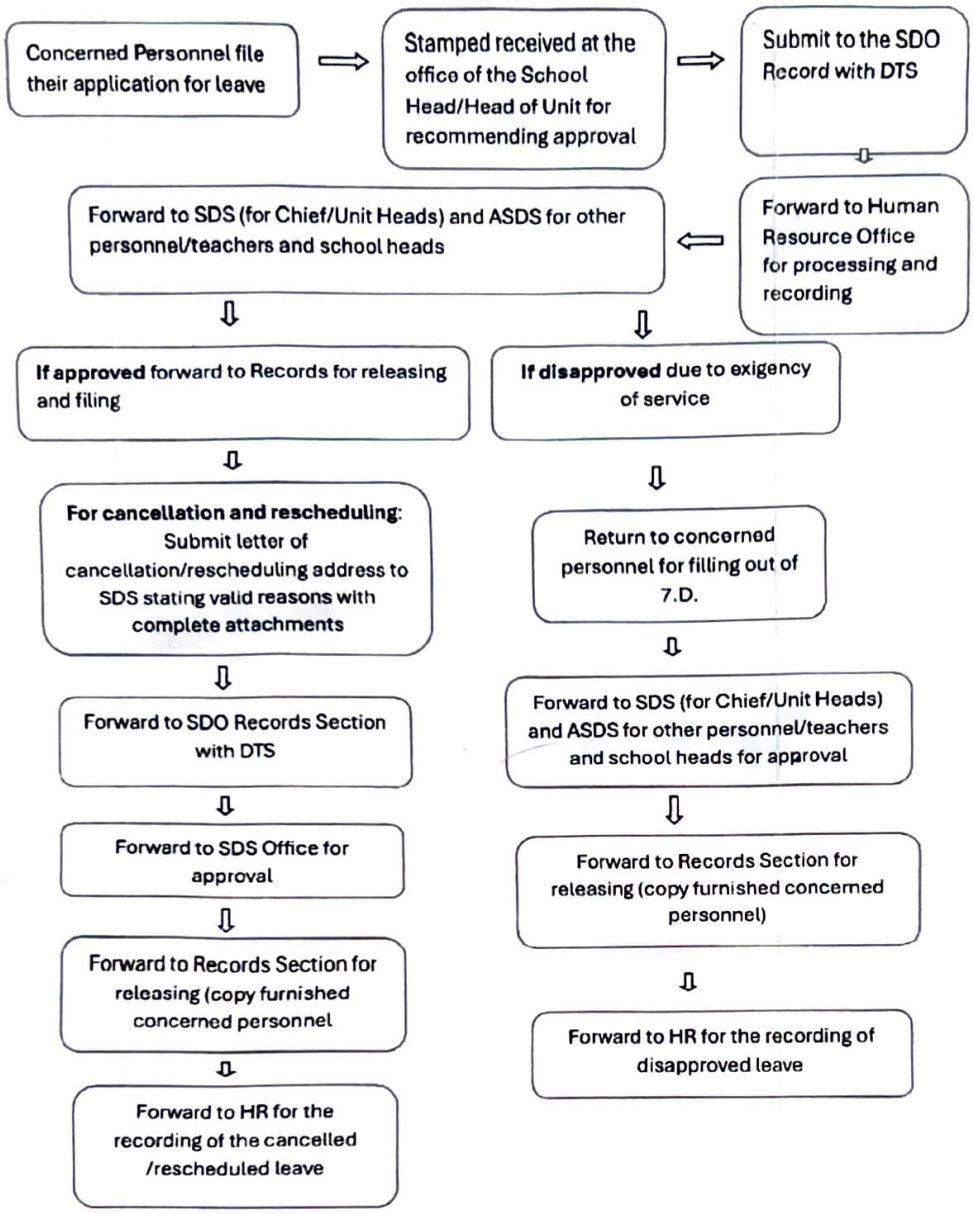
VILMA D. EDA, CESO V
Schools Division Superintendent

Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No. (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com

Your Feedback is important to us. Visit this link ***bit.ly/SDOViganCityCSM***

Enclosure 1, Division Memorandum 4, s. 2024

Process Flow for the Request for Disapproval/Cancellation and Rescheduling of Leave



Enclosure 2, Division Memorandum 4, s. 2024

For Rescheduling of Leave:

1. Letter of rescheduling
2. Approved F6 with disapproval remarks
3. Memorandum/ Travel Orders/ CA(if applicable)

For Cancellation of Leave:

1. Letter of cancellation
2. Approved F6
3. Memorandum/ Travel Orders/CA (if applicable)