



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

October 29, 2026 **29 OCT 2026**

OFFICE MEMORANDUM

No. 78 s. 2026

UPDATING OF DIVISION AND SCHOOL LEAVE CARDS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Public Elementary and Secondary School Heads
Administrative Officer IV-ISONHS
Administrative Officers II in the field

1. In line with the government's commitment to promoting ease of doing business and ensuring efficient, accurate, and seamless personnel transactions, all Administrative Officers IV and II assigned to the field offices are hereby directed to report to this Division for the reconciliation and updating of employees' leave credit records and leave cards.
2. The activity shall be conducted from **November 3 to November 20, 2026, starting at 3:00 p.m. onwards**, to ensure that the leave credit records maintained by the field offices are properly reconciled with the corresponding leave cards maintained by this Division.
3. In this regard, all Administrative Officers concerned are instructed to undertake the following:
 - a. **Report to the Division for reconciliation.** All Administrative Officers IV and II assigned to the field offices shall personally report to this Division beginning at 3:00 p.m. on the abovementioned reconciliation period.
 - b. **Update employees' leave credit records.** Ensure that all earned leave credits, leave credits utilized, and authorized adjustments are properly recorded and supported by the appropriate documents.
 - c. **Reconcile field records with the Division's leave cards.** Carefully compare the leave credit balances reflected in the field offices' records against those maintained in the Division. Both sets of records must be consistent and identical, and any discrepancies must be investigated and resolved based on official records and supporting documents.



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- d. **Correct discrepancies and incomplete entries.** Immediately address any inconsistencies, missing entries, or unrecorded leave transactions identified during the reconciliation process in coordination with the concerned personnel.
 - e. **Ensure completeness and accuracy of records.** Verify that all leave transactions are properly documented and that the corresponding records are updated to reflect the correct leave credit balances of employees.
4. All concerned Administrative Officers are expected to bring the necessary leave records, supporting documents, and other pertinent references required to facilitate the orderly and timely completion of the reconciliation activity.
 5. All concerned are directed to strictly observe the prescribed schedule and coordinate with this Division to ensure the systematic completion of the reconciliation process within the specified period.
 6. For widest dissemination and strict compliance of this memorandum.


VILMA D. EDA, CESO V
Schools Division Superintendent

OSDS/DAA/gycm

