



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI
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DIVISION MEMORANDUM

OSDS-2026-099

AUTHORIZED SIGNATORIES IN THE PROCESSING OF APPLICATION FOR LEAVE
(CS FORM NO. 6)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
School Heads
Division Unit/Section Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. To ensure uniformity, accountability, and compliance with existing Civil Service Commission (CSC), and Department of Education (DepEd) policies governing leave administration, all concerned personnel are hereby informed that the signing authority for the approval of all leave applications of one (1) to thirty (30) days shall be signed by the Assistant Schools Division Superintendent (ASDS). Leave applications exceeding thirty (30) days shall be signed by the Schools Division Superintendent (SDS).
2. Signing authority for the Approval and Recommendation for approval of leave applications of personnel is based on DepEd Order No. 001 s. 2023.
3. All offices and schools are enjoined to observe the proper routing and processing of leave applications to ensure accuracy of leave credit certification and compliance with established internal control mechanisms.
4. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

Digitally signed by
Frinal Nelyn Botes
Adobe Acrobat version:
2023.008.20470

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

LEAVE

RDB/OSDS-PU/DM authorized signatories in the processing of leave applications...
0767/September 30,2026



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Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph

