



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

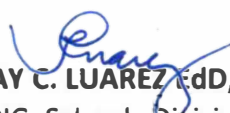
June 13, 2025

DIVISION MEMORANDUM
No. 514 s. 2025

**DELEGATION OF APPROVAL OF FORM 6 TO DISTRICT OFFICES
FOR 4-DAYS AND BELOW**

To : ASDS & Chief-EPSS
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
Administrative Officers II
All Other Concerned

1. In line with the ongoing efforts to streamline the approval process and enhance operational efficiency, the authority to approve application of leave (Form 6) for all teaching positions for 4-days and below is hereby delegated to the District Offices, in accordance with the applicable rules and guidelines on leave.
2. Please ensure that all procedures and compliance requirements are strictly followed during the approval process. The delegation aims to decentralize decision-making and facilitate faster processing of leave of teachers.
3. The delegated authority for processing and approval of teachers' leave is limited to the following procedures:
 - a. The teacher shall submit the leave application form along with supporting documents to the Administrative Officer II (AO II) assigned to the school. The AO II shall verify the completeness of the application, ensuring that all required information and documents are provided, and then forward it to the District AO II in charge of leave processing.
 - b. The District AO II shall review the applicant's leave balance, eligibility, and adherence to leave policies. If eligible, the AO II shall sign the HR portion of the form and forward it to the PSDS/APSDS for approval on behalf of the Schools Division Superintendent.
 - c. The district leave in-charge shall record the approved leave in the leave management system and reflect it in the district Form 7. The in-charge shall also prepare periodic reports on leave approvals and outstanding leave balances for oversight and records reconciliation purposes with the Schools Division Office (SDO).
4. All leave requests, regardless of type including travel abroad for non-teaching personnel and school administrators, shall be processed through the Schools Division HR Office.
5. The service credits of all teachers shall be regularly updated to ensure accurate recording in their leave cards. The AO II assigned to the school or district is directed to periodically review and verify the service credits and coordinate with the SDO HR Office for proper documentation and updates.
6. Immediate and widest dissemination of this Memorandum is desired.


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OIC- Schools Division Superintendent



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