



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

**Office of the Schools Division
Superintendent**

January 26, 2026

DIVISION MEMORANDUM

No. 068, s. 2026

**CUSTOMIZED PROCESS IN THE ONLINE APPLICATION OF LEAVE THROUGH
HRMIS AND OTHER LEAVE-RELATED PROCEDURES**

To: Assistant Schools Division Superintendents
SGOD Chiefs and OIC CID Chief
Education Program Supervisors
Public Schools District Supervisors/Acting PSDSs
Heads of Elementary and Secondary Schools
All Others Concerned

In line with the continuing implementation and enhancement of the Human Resource Management Information System (HRMIS), this Memorandum is hereby issued to provide guidance on the customized process for the online application of leave and other procedures related thereto.

All employees are hereby informed that the filing and processing of leave applications shall be conducted through the HRMIS online system effective February 2026, in accordance with existing rules and procedures.

Applications for leave (Form 6) exceeding five (5) days shall require the attachment of supporting documents (e.g., medical certificates). All such documents must be properly certified as true copies of the original and duly signed by the Public Schools District Supervisor prior to scanning and attachment.

However, in addition to the online filing of the long-term leave, the following leave application shall be required the hard copies of all supporting documents to submit to the SDO Leave In-Charge for proper evaluation and processing. The submission of hard copies is necessary to secure the live/wet signatures of the approving officials, which remain a mandatory requirement for the aforementioned leave applications, such as;

- o Travel Abroad
- o Study Leave
- o Special Leave under the Magna Carta of Women



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- Leave related to Violence Against Women and Children (VAWC)
- Rehabilitation Leave
- Adoption Leave

School Heads designated as Teacher-in-Charge (TIC) or School-in-Charge (SIC), whether prior to the issuance of a full-fledged School Head Position and those recently designated as SIC, are required to submit a copy of their designation order signed by the Schools Division Superintendent to the School Administrative Officer II. This is to ensure the proper granting of leave credits and the accurate integration of leave balances in the HRMIS.

The approved service credits of Teachers and compensatory overtime credits for Administrators and Non-teaching personnel shall be routed through the SDO Leave In-Charge prior to their return to the schools. These documents shall serve as reference in the validation of the total service credit balance. The integration of approved service credits, leave credits and compensatory overtime credits into the HRMIS shall be undertaken by the School Administrative Officer II.

The School Administrative Officer II and the ICT designate shall assist the School Head and the Public Schools District Supervisors in the processing of leave applications through the HRMIS, particularly in accomplishing the recommending approval or disapproval portion of Form 6, to ensure that appropriate actions are properly undertaken.

All concerned are enjoined to strictly comply with this Memorandum to ensure the smooth, efficient, and proper processing of leave applications.

Immediate dissemination of and compliance with this Memorandum is desired.


FAY C. LUAREZ, EdD, PhD.TM, CESO VI
Schools Division Superintendent 