



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

September 22, 2025

**DIVISION MEMORANDUM**

No. 461, s. 2025

**Regulation of Leave Applications and Participation in External Activities**

**To:** OIC – Assistant Schools Division Superintendent  
CID Chief  
Education Program Supervisors  
Public Schools District Supervisors  
CID personnel & Staff  
All Others Concerned

1. In preparation for the full implementation of the **ARAL Reading Program** on **September 29, 2025**, and in support of the CID Team's core function on **Team-Based Instructional Supervision**, this Office hereby reminds all personnel that all forms of **personal leave**—including **Compensatory Time-Off (CTO)**, **Forced Leave**, **Special Privilege Leave (SPL)**, **Vacation Leave**, and other similar types of leave—shall be **strictly regulated** in accordance with the provisions of the **Civil Service Commission (CSC) Omnibus Rules on Leave**.
2. All **Sick Leave applications** must be supported by a valid **medical certificate, prescription, or medical advice**, either prior to or immediately after the leave is filed.
3. Participation in events or activities organized by **regional, national, provincial, local, internal divisions, units, office or other external agencies** shall be subject to proper evaluation and approval. Such participation must **not hinder the delivery of the CID Team's primary duties and responsibilities**, as mandated by **DepEd Order No. 35, s. 2016** (Learning Action Cell Policy) and **DepEd Order No. 42, s. 2017** (National Adoption and Implementation of the Philippine Professional Standards for Supervisors and Teachers).
4. Please be reminded that the **online filing of leave does not constitute automatic approval**. All requests must undergo the proper approval process **before** any leave is taken.
5. Moreover, the **"No Travel Authority – No Travel"** policy shall be **strictly implemented**. All personnel are required to provide their travel itinerary and must ensure their **whereabouts are properly monitored and documented**.
6. We trust in your continued professionalism and dedication as we move forward with the effective implementation of key instructional initiatives.
7. For strict compliance.



**MARGARITO A. CADAYONA, JR., PhD, CESO VI**  
Schools Division Superintendent

*SD No. 017, s. 2025*

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