



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

June 4, 2026

DIVISION MEMORANDUM

No. 219, s. 2026

**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 are hereby informed that the **Certification of Leave Credits under Box 7.A of the Application for Leave (CS Form No. 6)** shall be signed by the **Human Resource Management Officer (HRMO)** or the duly authorized Human Resource personnel responsible for the maintenance, verification, and certification of leave records.
2. This directive is anchored on the provisions of the **Omnibus Rules on Leave (CSC Memorandum Circular No. 41, s. 1998, as amended)** and relevant CSC issuances which vest upon the Human Resource Management Office the responsibility of maintaining, updating, and certifying official leave records of government personnel. Likewise, under the DepEd Human Resource Management and Development functions and the applicable **Key Result Areas (KRAs) of the HRMO**, the management, monitoring, validation, and certification of leave credits form part of the core responsibilities of the Human Resource Management Office. Correspondingly, the **Administrative Officer V**, as head of Administrative Services, exercises oversight and management functions over human resource administrative processes, ensuring compliance with civil service laws, rules, and regulations.
3. Accordingly, signing authority for the **Approval and Recommendation for Approval** of leave applications of personnel shall be based on **DepEd Order No. 001 s. 2023**. In making such recommendation, they shall ensure that the leave applied for will not unduly disrupt office operations, school activities, or the delivery of basic education services.



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Republic of the Philippines
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SCHOOLS DIVISION OF CALBAYOG CITY

Office / Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
c. Schools Division Office				
1. SDS/ASDS	ARD	RD	ARD	Undersecretary for Operations
2. Division Chief	ASDS	SDS		
3. Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS
d, Schools				
1. School Head/ Head Teacher/TIC	ASDS	SDS	ASDS	SDS
2. Teaching and Non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS

- 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.
- Immediate dissemination of and strict compliance with this Memorandum are desired.


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



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Republic of the Philippines
Department of Education

DepEd ORDER
No. **001**, s. 2023

JAN 09 2023

**REVISED DESIGNATION OF UNDERSECRETARIES
AND ASSISTANT SECRETARIES TO THEIR STRANDS
AND FUNCTIONAL AREAS OF RESPONSIBILITIES
AND REVISED SIGNING AUTHORITIES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. With the recently concluded Strand Management Review (MR) on Organization and Workforce Capacity as the preliminary activity to the proposed reengineering of the Department of Education (DepEd), this Office deems it appropriate to amend the following: (a) DepEd Order 45, s. 2022, re: **“DESIGNATING THE UNDERSECRETARIES AND ASSISTANT SECRETARIES TO THEIR STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES,”** (b) DepEd Order 46, s. 2022, re: **“AMENDMENTS TO DEPED ORDER NO. 043, S. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education),”** (c) DepEd Order 42, s. 2022 re: **“DELEGATION OF SIGNING AUTHORITY TO THE UNDERSECRETARY-CHIEF OF STAFF,”** and (d) DepEd Order No. 23, s. 2021 re: **“AMENDMENT TO DEPED ORDER NO. 008, S. 2021 (Revised Signing Authorities for Administrative and Financial Matters in the Department Of Education).”** This is a necessary step in ensuring the proper alignment of the DepEd’s mandates, processes, and systems towards the effective implementation of the Basic Education Development Plan (BEDP) 2030, the continuous improvement of DepEd’s Quality Management System (QMS), and the proper alignment of the current organization with the DepEd’s approved organizational structure and clustering of offices in its 2013 Rationalization Program.

2. This Order is being issued pursuant to the provisions of the Revised Administrative Code,¹ Republic Act (RA) No. 9155, also known as the Governance of Basic Education Act of 2001,² and other existing laws, which empower the Secretary to delegate authority to the officers and employees under her direction,³ and to promulgate the administrative issuances necessary for the efficient administration of the offices under the Secretary and for the proper execution of the laws,⁴ the same being incidents of the Secretary’s power of supervision and control over the DepEd,⁵

¹ Sections 6-11, Chan 2; Section 40, Chan 8, Book IV, Rev. Admin. Code (1987)

Office/Position	Recommending Approval	Approval
2. Bureau/Service Directors	Undersecretary/ Assistant Secretary in charge	
3. Division Chief	Bureau/Service Directors	
4. Below Division Chief	Division Chief in charge	
b. Regional Office		
1. RD/ARD	Undersecretary for Operations	Undersecretary for HROD
2. Division Chief	ARD	RD
3. Below Division Chief	Division Chief and ARD	RD
c. Schools Division Office		
1. SDS/ASDS	RD	Undersecretary for HROD
2. Division Chief	ASDS	SDS
3. Below Division Chief	Division Chief	SDS
d. Schools		
1. School Head/Head Teacher	ASDS	SDS
2. Teaching and Non- teaching personnel	School Head and ASDS	SDS
e. DepEd Lawyers		
Limited authority to teach or practice law for: 1. Attorney positions across governance levels 2. Other non-lawyer item in DepEd	CO - Bureau/Service Director and Assistant Secretary for Legal and Legislative Affairs RO and SDO - Regional Director in charge and Assistant Secretary for Legal and Legislative Affairs	Undersecretary for Legal and Legislative Affairs

G. APPLICATIONS FOR SICK / VACATION / STUDY / MATERNITY / PATERNITY LEAVE AND GRANT OF SERVICE CREDITS FOR TEACHERS

i. Sick/Vacation/Study/Maternity/Paternity Leave

Office/ Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
a. Central Office				

Office/ Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
2. Assistant Secretary	Undersecretary in charge		Undersecretary in charge	Assistant Secretary/ Undersecretary in charge
3. Bureau/ Service Directors	None	Assistant Secretary/ Undersecretary in charge	Assistant Secretary/ Undersecretary in charge	
4. Division Chief	Bureau/Service Director	Assistant Secretary/ Undersecretary in charge	Bureau/Service Director	
5. Below Division Chief	Division Chief in charge	Bureau/Service Director	Division Chief and Bureau/Service Director	
b. Regional Office				
1. RD/ARD	None	Undersecretary for Operations	Undersecretary for Operations	Undersecretary for HROD
2. Division Chief	ARD	RD	ARD	RD
3. Below Division Chief	Division Chief	ARD	Division Chief and ARD	RD
c. Schools Division Office				
1. SDS/ASDS	ARD	RD	ARD	Undersecretary for Operations
2. Division Chief	ASDS	SDS		
3. Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS
d. Schools				
1. School Head/Head Teacher/TIC	ASDS	SDS	ASDS	SDS
2. Teaching and Non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS

ii. Grant of Service Credits of Teachers

The special order for the grant of service credits for teachers shall be signed by the SDS upon recommendation of the School Head. Please refer to **DepEd Order No. 53, s. 2003** entitled *Updated Guidelines on Grants of Vacation Service Credits to Teachers*, with **DepEd Order No. 84, s. 2003** entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, and **DepEd Memorandum No. 77, s. 2022** or the *Computation of Public School Teachers' Proportional Vacation Pay for SY 2021-2022*.