



Republic of the Philippines  
 Department of Education  
 Region XI  
 Schools Division Office of Panabo City  
 P. Changco Elementary School  
 Brgy. Tibungol, Panabo City

Office of the Schools Division Superintendent

**DIVISION MEORANDUM**

CID-2025- 0287

TO : **REYNALDO C. DEOCAMPO JR.**  
 Public Schools District Supervisor  
  
 Subject : **OFFICER-IN-CHARGE OF**  
**P. CHANGCO ELEMENTARY SCHOOL**  
  
 Date : May 14, 2025

In view of the official leave of absence of Nida M. Compuesto, School Head of P. Changco Elementary School, please be advised of your designation as Officer-in-Charge of the said school on **May 20, 2025**.

In this regard, you may sign/approve any routinary communications where the school principal basically affixes her signatures, except on the following:

- Matters that involve finances and district/school property;
- Matters concerning teachers/staff assignments; and
- Other concerns that cannot be delegated.

For information and strict compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

RELEASED

MAY 16 2025

RECORDS SECTION SDO PANABO CITY  
BY: 



Schools Division Office of Panabo City  
 City Hall Compound, Km 31, Panabo City  
 Telephone No: (084) 823 1469  
 Email: panabocitydivision@deped.gov.ph

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 providing quality education. MATATAG for all






Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF PANABO CITY


Stamp of Date of Receipt


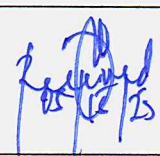
## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>P. CHANGCO E/S / DEPED</b>	2. NAME : (Last) <b>COMPUESTO</b> (First) <b>NIDA</b> (Middle) <b>M.</b>
3. DATE OF FILING <b>April 14, 2025</b>	4. POSITION <b>HEAD TEACHER II</b> 5. SALARY <b>40,208.00</b>

### 6. DETAILS OF APPLICATION

<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  Others: <b>COC (Compensatory Overtime Credit)</b>	<b>6.B DETAILS OF LEAVE</b>  <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____  <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____  <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____  <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <b>1 DAY</b> <b>INCLUSIVE DATES</b> <b>May 20, 2025</b>	<b>6.D COMMUTATION</b> <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested   (Signature of Applicant)

<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As o _____ <table><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></table> <b>NEO CARLO R. MAGNO</b> Administrative Officer IV - HRMO <b>RAUL E. GACUS</b> Administrative Officer V		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<b>7.B RECOMMENDATION</b> <input type="checkbox"/> For approval <input checked="" type="checkbox"/> For disapproval due to _____  <b>BASILIO P. MANA-AY JR., CESO VI</b> Immediate Supervisor 
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

<b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify) _____   <b>JINKY B. FIRMAN PhD, CESO VI</b> OIC - Schools Division Superintendent	<b>7.D DISAPPROVED DUE TO:</b> _____ _____  
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