



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

Office of the Schools Division Superintendent

DIVISION MEORANDUM

CID-2025- 0281

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 

DepEd Panabo:
Empowering Champions in Education
Through Journeying, Shining and Flourishing commitment in
providing quality education, MATATAG for all

CHAMPION
ONE



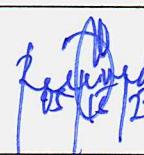
APPLICATION FOR LEAVE

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

6. DETAILS OF APPLICATION

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

7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></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>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input checked="" type="checkbox"/> For disapproval due to _____ BASILIO P. MANA-AY JR., CESO VI Immediate Supervisor 
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

7.C APPROVED FOR: ____ days with pay ____ days without pay ____ others (Specify) 	7.D DISAPPROVED DUE TO: 
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