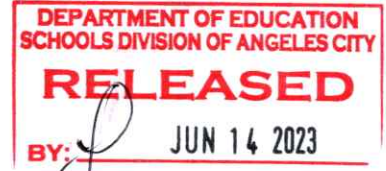




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



14 JUN 2023

DIVISION MEMORANDUM
No. 220 s. 2023

CONDUCT OF ONLINE LEAVE APPLICATION

To: Assistant Schools Division Superintendent
Division Unit Heads
Chief, SGOD and OIC Chief, CID
Public Schools District Supervisors
Education Program/Public District Supervisors
All School Heads and Assistant Principals
All Public Elementary Schools and Secondary Schools

1. Please This is to announce the conduct of Orientation on the Online Application of Leave on June 16, 2023, at 8:30 to 12:00 P.M. at the SDO Learning and Development Hall.
2. Participants are the Administrative Officer II deployed in public elementary schools, AO IV deployed in secondary schools, Administrative Assistants and or other personnel who are in-charge of personnel's leave of absence. They are advised to bring laptop and extension card.
3. All expenses relative to the conduct of the orientation may be charged to the School MOOE/canteen funds subject to the usual accounting and auditing procedures.
4. Wide dissemination and compliance to this Memorandum are earnestly desired.

ASDS/JUNE 14, 2023


RONALDO A. POZON PhD, CESO V
Schools Division Superintendent