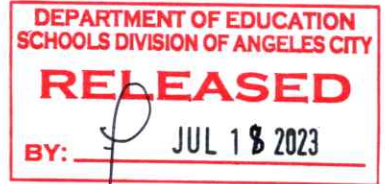




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



17 July 2023

DIVISION MEMORANDUM
NO 257, S. 2023

**CONDUCT OF DIVISION TRAINING WORKSHOP ON THE
ONLINE LEAVE APPLICATION SYSTEM (OLAS)**

To: Assistant Schools Division Superintendent
SGOD – Chief Education Supervisor
CID – OIC-Chief Education Supervisor
Education Program Supervisors
Public School District Supervisors
Heads, Public Elementary and Secondary Schools
All Others concerned

1. Relative to the Orientation on the Online Leave Application held last June 16, 2023 at the SDO Learning and Development Conference Room, please be informed that this Office will conduct a **Division Training Workshop on the Online Leave Application System** on **July 20, 2023**, 8:00 am to 5:00 pm at SDO Gabaldon Bldg., in pursuit of providing fast and efficient submission and approval of leave form (CSC Form 6, Revised 2020).
2. Participants to this activity are the Administrative Officers II deployed in public elementary schools, Administrative Officer IV deployed in secondary schools, Administrative Assistants and or other personnel in charge of personnel's leave of absence. Participants are advised to bring laptop and extension cord.
3. Expenses relative to the conduct of this activity amounting to **P 350.00** each shall be charged to Division Inset Funds for Division Officials and from the School MOOE Funds/Local Funds for the school participants subject to the usual accounting, auditing and procurement procedures, rules and regulations. This may be payable in cash to the Cashier Unit of this division on/before **July 19, 2023**.
4. Attached herewith is the List of Participants in the said activity.
5. Wide dissemination and compliance to this Memorandum are earnestly desired.

for: 
RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encls.: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

LEAVE FORM CLEARANCE MEDICAL CERTIFICATE RETURN TO DUTY

CLM/PERSONNEL/July 17, 2023

**LIST OF PARTICIPANTS ON THE CONDUCT OF DIVISION TRAINING WORKSHOP
ON THE ONLINE LEAVE APPLICATION SYSTEM (OLAS)**

July 20, 2023

	SCHOOL	NAME	POSITION
1	AC SENIOR HS	LADY CHARMAINE C. CALAGUAS	ADAS II
2	AC SENIOR HS	BERNADETTE E. AYSON	AO II
3	ACNHS-JHS	CORAZON A. SORIANO	ADAS II
4	ACNHS-SHS	MARY ANN L. ZATA	ADAS II
5	ACNTS SHS	WYNONA KIM P. MATIC	AO II
6	ACNTS-JHS	CHRISTINE L. ARGETE	AO-IV
7	ACNTS-JHS	KRISVINE VILLAMOR	ADA III
8	ACSCI JHS	JANE SHALLIMAR G. MEDINA	ADAS II
9	ACSCI JHS	RHODA R. VITAL	ADAS III
10	ACSCI JHS	MARJORIE H. AYENZA	ADAS II
11	ACSCI SHS	JOSEPHINE C. CORTEZ	ADAS II
12	AGTINIO ES	SHEILA G. MUÑOZ	AO II
13	AIR FORCE CITY ES	CHARISSA JOY T. TORRES	ADAS II
14	AMSIC IS	MICHAEL ANGELO C. DE LA ROSA	AO II
15	ANGELES ES	ANGELICA S. TORRES	AO II
16	ANUNAS ES	NADINE ROSE S. MANIO	AO II
17	APUNG GUIDANG ES	JUDITH C. ZATA	AO II
18	BELEN HOMESITE ES	CAMILLE Y. OCAMPO	AO II
19	BVRHS - JHS	DELLIA M. FIGUEROA	ADAS III
20	BVRHS - JHS	MARC ANTHONY P. VELASCO	ADAS II
21	BVRHS - SHS	JANET N. RUIZ	ADAS II
22	CLARO M. RECTO ICT HS	LACSON-MANABAT, WILMA M.	ADAS III
23	CLARO M. RECTO ICT HS	LOPEZ, JAN EMMANUEL P.	ADAS II
24	CLEMENDES	CHRISTIANNE D. ESTEBAN	AO II
25	CUAYAN ES	JOCELYN D. MORALES	AO II
26	CUTCUT ES	MARY GRACE M. CABUYAO	AO II
27	CUTUD ES	RAMON JOAQUIN C. GARCIA	AO II
28	DON AMBROCIO MENDIOLA IS	ERLIZ M. PAGUINTO	ADAS II
29	DON PEPE HENSON MEMORIAL SCHOOL	CHRISTIAN VICTOR C. MIGUEL	AO II
30	DR.CLEMENTE N. DAYRIT SR. MEMORIAL HS	KARL D. MAGHUYOP	ADAS II
31	ENRICA SANDICO ES	ARNIE PUNZALAN	AO II
32	EPZA ES	PATRICIA LOIS O. PEROCHE	AO II
33	FGNMHS-JHS	CHRISTINE EDUVIJES D. VILLAR	ADAS II
34	FGNMHS-SHS	CRISTINA G. VIDALLON	ADAS II
35	GRLIS	ELYZA G. SAMONTE	AO II
36	GUECO BALIBAGO ES	CHRISTIAN M. DEANG	AOII
37	JOSE P. DIZON ES	CHRISTINE JOY E. ESGUERRA	AO II
38	LEONCIA VILLAGE ES	ARSENIA Y. CAYANAN	AO II
39	LNWES	LAURENCE Y. ORDONEZ	AO II
40	LNWES	IMELDA K. CONCEPCION	ADAS II
41	M.NEPO ES	MARIA LY-ANN R. BATIR	AO II
42	MALABANIAS IS	SAM JOSHUA C. BAUTISTA	AO II
43	MARISOL BLISS ES	ROSALIND I. DELA CRUZ	AO II
44	MINING ES	AIRA PATRICIA M. CORPUZ	AO II
45	NORTHVILLE 15 IS	ANNA RENEVA V. GARCIA	AO II
46	PAMPANG ES	ARIELLE JUSTINE C. GONZALES	AO II
47	PINEDA GUTIERREZ ES	ART ADRIAN C. GARCIA	AO II
48	PULUNG CACUTUD ES	LALAINA MAE M. TOLENTINO	AO II
49	PULUNGBULU ES	PRINCESS P. VALENCIA	AO II
50	RLLMHS-SHS	EDNA M. PARAS	ADAS II
51	RLLMHS-JHS	LORMARIE GRACE L. MENDOZA	ADAS II
52	RLLMHS-JHS	JOYCE ANN C. BALTAZAR	ADAS II
53	SALAPUNGAN ES	EDNA E. CAPATI	AO II
54	SAN IGNACIO ES	LUCILA TIMPUG	AO II
55	SAPALIBUTAD ES	GENESIS O. CADAG	AO II
56	SAPANG BATO ES	ROJEN S. CORTEZ	AO II
57	SBNHS - SHS	ZAIRA MAE F. YUMUL	ADAS II
58	SBNHS - JHS	MAURENE S. TEVES	ADAS III

59	SITIO PADER ES	CAREN PUNZALAN	AO II
60	SITIO TARGET IS	NIKKO LOUIS N. PANGILINAN	ADAS II
61	STA. TERESITA ES	MARY ANGELINE ISABELLE C. VELASQ	AO II
62	STO. DOMINGO IS	LIZA P. MERCADO	AO II
63	STO. ROSARIO ES	MARY ANNE F. QUINTO	AO II
64	TACONDO ES	PEEJAY M. FLORES	AO II
65	TPTINIO ES	PHILIP CEASAR T. DELA CRUZ	AO2
66	VIRGEN DELOS REMEDIOS ES	LOVELY JOY B. DELA CRUZ	AO2