



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



17 Nov 2023

**DIVISION MEMORANDUM**  
**NO. 415, s. 2023**

**UTILIZATION OF THE  
ONLINE LEAVE APPLICATION SYSTEM FOR TEACHING PERSONNEL**

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. In reference to the Division Training Workshop on the Online Leave Application System held last July 20, 2023, the Schools Division Office reiterates the utilization of the Online Leave Application System for fast and efficient submission and approval of leave form (CSC Form 6 Revised 2020) for teaching personnel.
2. The objectives of the Online Leave Application System are the following:
  - a. simplifies the process of tracking, approving, or denying employee leave requests;
  - b. lessens paper trail for leave management;
  - c. ensures flexibility in terms of data collection; and
  - d. offers easy access across devices and platforms
3. Thus, effective **December 1, 2023**, requests for leave of absence/form 6 of all teaching personnel should be filed through the online leave application system.
4. Wide dissemination and compliance to this Memorandum are earnestly desired.

**RONALDO A. POZON PhD, CESO V**  
Schools Division Superintendent

Encls.: None

Reference: As stated

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

LEAVE FORM

MCS/ADMIN/Nov 16, 2023



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