



Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

FEB 04 2025

DM No. 69, s. 2025

**TO:** Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Division Unit Heads  
Secondary and Elementary School Heads  
SDO Personnel  
All others concerned

**FROM:** **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**SUBJECT:** **UPDATED SIGNATORIES ON LEAVE FORM (FORM 6)**

**Date:** **January 27, 2025**

**PARTICULARS**

1. In reference to DepEd Order No. 2, s.2021 re: Revised Signing Authorities for Administrative and Financial Matters in the Department of Education, and also in accordance to the CSC Omnibus Rules on Leave (Rule XVI of Omnibus Rules Implementing Book V of EO 292), this office disseminates the guidelines on the application of leave of absence (Form 6).
2. The following are the delegated signing authorities for the approval of the Leave Form (Form 6) by the appropriate Schools Division Office and Field personnel.

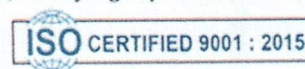
Office Positions	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
<b>DIVISION OFFICE</b>				
Schools Division Superintendent	Assistant Regional Director	Regional Director	Assistant Regional Director	Regional Director
Assistant Schools Division Superintendent	Assistant Regional Director	Regional Director	Assistant Regional Director	Regional Director
Division Chief	Assistant Schools Division Superintendent	Schools Division Superintendent	Assistant Schools Division Superintendent	Schools Division Superintendent



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Office Positions	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
Below Division Chief	Division Chief	Assistant Schools Division Superintendent	Division Chief and Assistant Schools Division Superintendent	Schools Division Superintendent
<b>SCHOOL</b>				
Principal, Head Teacher and Teacher-In-Charge	Assistant Schools Division Superintendent	Schools Division Superintendent	Assistant Schools Division Superintendent	Schools Division Superintendent
Teachers and Non-Teaching Personnel	School Head	Assistant Schools Division Superintendent	School Head and Assistant Schools Division Superintendent	Schools Division Superintendent

3. This memorandum shall take effect immediately.
2. For information, dissemination and strict compliance.

  
**SHEILA MARIE A. PRIMICIAS, EDD, CESO VI**  
 OIC-Schools Division Superintendent



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