



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

December 20, 2024

DIVISION MEMORANDUM
No. 449 s. 2024

MODIFIED FORMS FOR APPLICATION FOR LEAVE & COMPENSATORY TIME OFF

TO : Assistant Schools Division Superintendent
SGOD & CID Chiefs and Personnel
OSDS Heads and Personnel
Elementary & Secondary School Heads/OICs
School-based Teaching & Non-Teaching Personnel

1. Due to the limited supplies of colored paper in the island, and in accordance with Division Memorandum No. 404 s. 2024 titled "Instructions on the Application for Leave & Compensatory Time Off and Strict Implementation on the Use of Pass Slip in the SDO and Schools," the color codes for applications for leave (CSC Form 6) and compensatory time off forms are modified. These color codes should be placed in the upper right corner of each form.

2. Modified forms can be downloaded thru the following link:

Personnel	Color Code	Link
SDO- Proper Personnel	light green	https://bit.ly/CSForm6CTOFormSDOProper
School Heads	yellow	https://bit.ly/CSForm6CTOFormSchoolHead
Teachers	white	https://bit.ly/CSForm6CTOFormTeaching
School based Non-Teaching Personnel	light blue	https://bit.ly/CSForm6CTOFormNonTeaching

3. Application for leave shall be printed in 8.5"x13" while the application for compensatory time off shall be printed in 8.5"x11."

4. Reformatting Locator and Pass Slips is discouraged. Recycled paper is acceptable, using the back if possible, provided that any content complies with the Data Privacy Act.

5. All previously procured colored paper in schools and offices must be repurposed so that it will not be wasted. This modification shall take effect in January 2025.

6. For information, guidance, and strict compliance.

CECILE C. FERRO CESO VI
Asst. Schools Division Superintendent
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