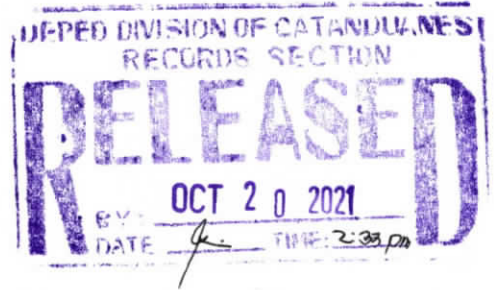




Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



MEMORANDUM  
OSDS-PER-UM-10-19-2021-MBL

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section/ Unit Heads  
Education Program Supervisors  
Public Schools Division Supervisors  
Elementary and Secondary School Heads/ TICs  
Teaching and Non-Teaching Personnel

SUBJECT : ONLINE REQUEST AND RELEASE OF LEAVE / SERVICE CREDIT  
BALANCE FOR SENIOR HIGH SCHOOLS AND SECONDARY  
SCHOOLS

DATE : 19 OCTOBER 2021

1. This Office will accept online request for Leave /Service Credit Balance through the link <https://bit.ly/SDOCatnesRequestforSC>.
2. Release of the requested document shall be emailed to the concerned employee.
3. For information and guidance.

**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

