



Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes



RELEASED
 Office of the Division Superintendent
 RECORDS SECTION
 SEP 17 2015
 2:30 pm

MEMORANDUM

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
 ELEMENTARY AND SECONDARY SCHOOL HEADS

FROM : NYMPHA D. GUEMO
 Asst. Schools Division Superintendent
 Officer-In-Charge

SUBJECT : SIGNING AUTHORITIES IN THE APPLICATIONS FOR SICK/VACATION/
 STUDY/MATERNITY LEAVE

DATE : September 17, 2015

Pursuant to DepED Order No. 66, s. 2008, "Signing Authorities for Certain Administrative and Financial Matters in the Central and Field Offices, the signing authorities in the applications for sick/vacation/study/maternity leave in the Division Office are as follows:

Office/Position	UP TO 60 CALENDAR DAYS		MORE THAN 60 CALENDAR DAYS TO 1 YEAR	
	Recommending Approval	Approval	Recommending Approval	Approval
EPS, PSDS and School Head	ASDS	SDS	ASDS	SDS
Teaching Personnel	School Head	SDS	School Head	SDS
Non-teaching Personnel:				
- Division Office	Head of Admin. Unit	SDS	Head of Admin. Unit	SDS
- School	School Head	SDS	School Head	SDS

Please be guided accordingly.