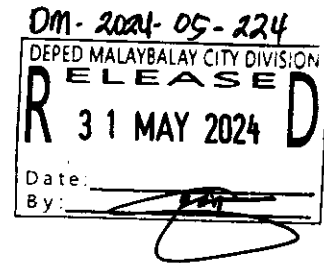




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 224, s. 2024

TO : Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
This Division

FROM: **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent 

DATE: May 28, 2024

SUBJECT: TEMPORARY SIGNATORY FOR APPLICATIONS FOR LEAVE OF ABSENCE (CS FORM 6 REVISED 2020) PREVIOUSLY SIGNED BY ALIENA S. DAJAY, FORMER ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

1. In view of the recent retirement of the Assistant Schools Division Superintendent (ASDS), Aliena S. Dajay, who was the signatory of the Form 6 for the following personnel listed below; the field is hereby informed on the designation of Dr. Lorenzo O. Capacio, SGOD- Chief Education Supervisor as the temporary signatory pending the appointment of the new ASDS. This will apply to application for leave of absence (CS Form 6 Revised 2020) with twenty-nine (29) days and below effective immediately.
 - 1.1 Division Office personnel (Except Head of Functional Division)
 - 1.2 Grade Level Chair / Dept. Head / School OIC.
 - 1.3 School Heads
2. This revision is made to streamline the process and ensure timely approval of applications for leave of absence.
3. All concerned are requested to take note of this change and ensure that the revised signatory is adhered to in the processing of applications for leave of absence.
4. For queries and further clarifications, you may contact the Division Office-Personnel Unit at 09076889009.





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5. Immediate and wide dissemination of this memorandum is desired.

To be posted on the website

Copy furnished:

- SGOD
- Personnel
- Records



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