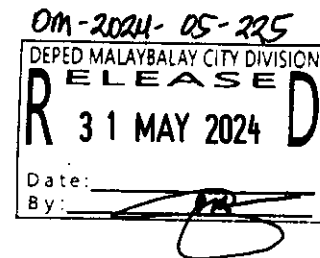




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 225, 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: DISSEMINATION OF THE PROCESSING OF LEAVE OF ABSENCE,
SERVICE RECORD, AND SERVICE CREDITS CLAIM IN THE
SECONDARY SCHOOLS OF THIS DIVISION**

1. In view of the positive results achieved by the Elementary Schools in handling the processing of leave of absence, Service Record, and Service Credits claims, this Division will also disseminate the processing of these transactions to the Secondary Schools.
2. The Secondary Schools shall designate one (1) representative to attend a comprehensive training session aimed at equipping them with the necessary skills to process the aforementioned transactions.
3. As preparation for this transition, there will be a cutoff date on May 31, 2024, for receiving these transactions. Effective June 1, 2024, the Division Office will no longer accept the aforementioned transactions.
4. Further instructions regarding the training schedule will be provided in due course. Kindly wait for future announcements.

Thank you for your cooperation.

To be posted on the website

Copy furnished:

- Personnel
- Records

