



Republic of the Philippines  
**Department of Education**

REGION IV-A CALABARZON  
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY  
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL  
PHASE VI, WELLINGTON PLACE, PASONG CAMACHILE II, GENERAL TRIAS CITY, CAVITE

January 07, 2025

**SCHOOL MEMORANDUM**  
**No. 014, s. 2025**

**REITERATION OF ESSENTIAL HR POLICIES ON LEAVE OF ABSENCE,  
SERVICE CREDITS, AND PASS SLIPS**

To: Teaching and Non-Teaching Personnel  
Council Heads  
All Concerned

1. In line with our commitment to upholding organizational efficiency and compliance with standard HR procedures, this memorandum serves to reiterate key policies concerning Leave of Absence, Service Credits, and Pass Slips.
2. All employees are required to submit a properly accomplished Leave of Absence form (Form 6) at least **5 days in advance** for planned leaves. Approved leave shall be deducted from their accrued National Service Credits.
3. In the event of sickness, employees must accomplish and submit their leave forms **immediately upon return**. They are also required to inform their immediate head and the principal **on the day of the sick leave**, if possible. The use of both national and local service credits shall be allowed, whichever is available.
4. Approval from the appropriate authority is required prior to availing the leave.
5. Pass slips are mandatory for any personal errands during official working hours. A maximum of one (1) hour is allowed per day.
6. Approval from the school head or their authorized representative is required before leaving the premises. Non-compliance may result in the absence being considered unauthorized.
7. All personnel are enjoined to strictly adhere to these policies to ensure a harmonious and professional working environment. Non-compliance may result in appropriate administrative actions as provided under existing rules and regulations.





Republic of the Philippines  
**Department of Education**

REGION IV-A CALABARZON  
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY  
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL  
PHASE VI, WELLINGTON PLACE, PASONG CAMACHILE II, GENERAL TRIAS CITY, CAVITE

8. For questions or clarifications, please feel free to contact Ms. Angel Mae Macarandang or visit the Admin Office.
9. Immediate dissemination and compliance to this memorandum is desired.

  
**NANETH P. SALVADOR, EdD**  
Principal

APM/SM No. 014, s.2025  
01/07/2025

