

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.
- 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.



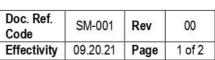


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Macarandang or visit the Admin Office.

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

NANETH/P./SALVADOR, EdD

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





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Doc. Ref. Code	SM-001	Rev	00
Effectivity	09.20.21	Page	1 of 2

