



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



17 July 2025

DIVISION MEMORANDUM
OO-OSDS-2025-00 573

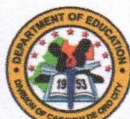
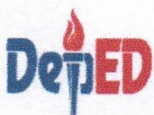
PILOT TESTING OF DIVISION ONLINE APPLICATION FOR
LEAVE OF ABSENCE OF TEACHERS

To: PIGSAG-AN NATIONAL HIGH SCHOOL
TAGPANGI NATIONAL HIGH SCHOOL
IBA INTEGRATED SCHOOL
BALONGKOT INTEGRATED SCHOOL

1. In view of the establishment of Human Resource Management Information System in the Division of Cagayan de Oro City, the Division Office shall conduct an orientation for the pilot testing of the online leave application for teachers. The implementation of the online leave application is part of among the many administrative processes under the personnel section that shall undergo digitization of documents/records.
2. The activity aims to orient the teaching and non-teaching personnel of the above-mentioned schools on the usage and features of the online leave application and come up with solutions on possible challenges/issues that maybe raised by the field personnel.
3. The digitization of the application for leave of absence shall in no way violate Civil Service Commissions' rules and regulations covering application, processing and approval/disapproval thereof but rather it shall support the government's mandate on digital transformation and shall further streamline government processes to allow accessibility and faster processing for those located in the remote areas.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. For immediate dissemination.

ROY ANGELO E. GAZO
Schools Division Superintendent

OO-001-OSDS-AS-GS-RBSMB
July 17, 2025



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