



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



February 22, 2024

DIVISION MEMORANDUM

No. 197, s. 2024

LEAVE OF ABSENCE OF PERSONNEL GOING ABROAD

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads of Sections/Units
Public Schools District Supervisors/
District Coordinating Principals
Teaching and Non-Teaching Personnel
All Others Concerned

1. In the interest of public service, leave of absence of those going abroad on personal reason may be approved for a maximum of six (6) months only. The concerned personnel shall return to work after the duration of the six months leave of absence.
2. If the concerned personnel decided to work abroad, he/she shall file a resignation and secure a clearance from property and money accountabilities at least one (1) month from its effectivity, subject to its rules and regulations as contained in the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and other related issuances.
3. Wide dissemination of this Memorandum is desired.


CRISTY C. EPE CESO V
Schools Division Superintendent