



Republic of the Philippines
Department of Education
Division of Misamis Oriental

DIVISION MEMORANDUM

No. **324** s. 2018

OFFICE POLICY FOR THE REQUEST OF SUBSTITUTE TEACHER

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
Teachers
This Division

FROM: 
RANDOLPH B. TORTOLA
Schools Division Superintendent

DATE: June 21, 2018

1. To fast track prompt action to the request for substitute teacher due to leave of absence, this Office directs all field officials that the Applications for Leave of Absence (Form 6), e.g., Maternity Leave, Special Leave under the Magna Carta for Women, Sick/Personal/Study Leave without pay for 30 days or more shall be filed by the incumbent teacher one (1) month before the scheduled date of leave. This policy envisions a continuity of classroom instruction and thus preventing a situation where children are fused due to delay of a substitute teacher.
2. The Form 6 shall include all other documents pertinent to it and shall be forwarded to the Division Office with a Transmittal Letter. Secondary School Heads shall indicate in the transmittal letter the field of specialization/major subject area of the teacher filing the leave.
3. This Order shall take effect immediately upon issuance.
4. For information and strict compliance.