



Department of Education Region IV-A (CALABARZON)

Division of Cavite Trece Martires City, Cavite



C-19832 12/11/18 9:50

December 10, 2018

DIVISION MEMORANDUM No.3 6 As. 2018

GUIDELINES ON LEAVE APPLICATION DURING THE SDO CHRISTMAS PARTY

OIC, Assistant Schools Division Superintendents TO:

Chiefs, CID and SGOD

Education Program Supervisors Public School District Supervisors

Public Elementary and Junior High School Heads

All Concerned

- In view of the Office year-end party celebration on December 17, 2018 at Tagaytay Haven, Tagaytay City, please be informed that NO APPROVAL of leave applications will be undertaken on December 17, 2018, except those who are currently on leave due to serious illness, terminally ill, and on maternity leave.
- This is to ensure that all employees in the SDO are participating and witnessing the year-2. end party celebration in spreading the spirit of peace, love and joy in this yuletides season.
- Immediate dissemination of this Memorandum is strictly advise.

Schools Division Superintendent



⊠ deped.cavite@deped.gov.ph

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🙎 Capitol Compound, Brgy. Luciano, Trece Martires City Cavite

_ Text Hotline: 74442848

depedcavite.com.ph