



Title of Frontline Service: APPLICATION FOR LEAVE
(Sick Leave, Maternity Leave, etc.)

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Cebu City Employees	<ul style="list-style-type: none"> * Filled out form 6 signed by the applicant and the Principal/Immediate Head * Clearance for Leaves of 30 days or more * Doctor's Certificate for Maternity Leave and for Sick Leave of 5 days or more 	1 minute per page (under normal circumstances and for simple data)

**Note for IUs and OUs: C.S Form 6 shall be countersigned by the ADAS or leave in-charge prior to submission at the Division Office.*

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits Filled out Application for Leave (C.S. Form 6) with required documents thru: records.cebucity@deped.gov.ph	Receives, checks, prints and transmits Form 6 and other documents	4 hours	Mary Antoniette Torrejos/ Ritchell Camino	None	C.S. Form 6
2		<p align="center">Records/updates Leave Cards and writes Credit Balances on Form 6</p> <p align="center">Verifies and countersigns on Clearance</p>	2 hours	Elvira Ugang Liz Dianne Escoton Jhunbera Dionaldo Ardianna Mahusay (Elem) Ave Criste Aguilar (JHS/SHS)	None	

3		Certifies Leave balances	2 hours	Araceli V. Guelosao	None	
4		Approves Application for Leave	2 hours	Assistant Schools Division Superintendent (less than 30 days) Schools Division Superintendent (30 days or more)	None	
5		Transmits approved Form 6 and documents to Records Office	4 hours	Sharon Esgana/ Karl John Capili Rhea Fe Sarmiento / Daniel Dela Cruz	None	
6	Receives approved application of leave (CS Form 6)	Receives, records and emails/releases approved documents to client	8 hours	Ritchell Camino/ Andy Bonnin Opone	None	

END OF TRANSACTION