

Republic of the Bhilippines Department of Education REGION IV-A CALABARZON

STUDY LEAVE CHECKLIST

(Local/Travel Abroad)

Name:

Position:

Division:

Indorsement of the SDS

Schedule of Study Leave

School/SDO Clearance

Updated Service Record

Performance Ratings

Curriculum Vitae

Notarized Waiver

Remarks:

Dated Oct. 22, 2020

Permit to Study

Memorandum of Agreement

Certificate of bonafide employee

Medical Certificate (Physically Fit)

Duly filled-up and signed CSC Form 6

Certification without substitution (for Teachers)

Justification (DepEd Memorandum No. 8, s. 2018)

(acknowledging the risks involved in traveling)

one will take over during their travel

TEAHUB NO.:____

Republic of the Bhilippines Department of Education REGION IV-A CALABARZON **STUDY LEAVE CHECKLIST** (Local/Travel Abroad) TEAHUB NO.:____ Name: Position: Division: Letter request noted by the immediate supervisor (ROP) Letter request noted by the immediate supervisor (ROP) Indorsement of the SDS Duly filled-up and signed CSC Form 6 Schedule of Study Leave Memorandum of Agreement School/SDO Clearance Certification without substitution (for Teachers) Certificate of bonafide employee Updated Service Record Permit to Study Performance Ratings Medical Certificate (Physically Fit) Additional Requirement for Scholarship Grant Abroad Additional Requirement for Scholarship Grant Abroad Form A (if the travel is on OB/OT), DepEd Order No. 43, s. 2014 Form A (if the travel is on OB/OT), DepEd Order No. 43, s. 2014 Justification (DepEd Memorandum No. 8, s. 2018) Curriculum Vitae Notarized Waiver (acknowledging the risks involved in traveling) Item A (2d) of the resolution No. 80, s. 2020 by IATF-MEID Item A (2d) of the resolution No. 80, s. 2020 by IATF-MEID Dated Oct. 22, 2020 Certification of teaching/non-teaching Personnel that some-Certification of teaching/non-teaching Personnel that someone will take over during their travel **Remarks**:

Checked:



Address: Gate 2,Karangalan Village, Cainta, Rizal Telephone No.: 02-8682-2114 Email Address: region4a@deped.gov.ph Website:depedcalabarzon.ph



Checked:

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