

## Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

September 28, 2022

## **DIVISION MEMORANDUM**

No. 56/ , s. 2022

To: All School Heads and Other Personnel Concerned

## LIST OF PREGNANT TEACHERS WHO WILL REQUEST FOR MATERNITY LEAVE THIS OCTOBER TO DECEMBER 2022

- 1. This is to inform all school heads and other personnel concerned on the submission/filling up of list of pregnant teachers who will file for maternity leave of absence for the period October to December 2022;
- 2. The list will be used in the request to Department of Budget Management (DBM) for funding requirements for substitute teachers;
- 3. A template for the list will be accessed through the link: <a href="https://docs.google.com/spreadsheets/d/113mqrDA9IwgOpczUmoRk7DRX898">https://docs.google.com/spreadsheets/d/113mqrDA9IwgOpczUmoRk7DRX898</a> <a href="fdEGWoKLdTH0ljoU/edit?usp=sharing">fdEGWoKLdTH0ljoU/edit?usp=sharing</a>. The link will also be posted in the Facebook Group "Online Checking and Monitoring of SOB";
- 4. Deadline of submission/filling up will be on or before October 4, 2022.
- 5. For questions and/or clarifications, you may contact the Budget Unit Personnel through this email: minda.mangalindan@deped.gov.ph.

6. For compliance.

DANTE G. PARUNGAO, CESO V Schools Division Superintendent

Schools Division Superintendent

BUDGET/ MVM2022





	SCHOOL	NAME OF ENCODER	DATE ENCODED	NAME OF TEACHERS WHO WILL FILE MATERNITY LEAVE OF ABSENCE (PERIOD OF OCTOBER TO DECEMBER)	POSITION	SUBJECT AREA	NUMBER OF DAYS	INCLUSIVE DAYS		ESTIMATED BUDGET (TO BE FILLED OUT BY THE PAYROLL	REMA
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