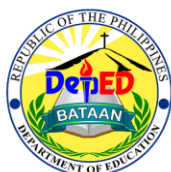June 16, 2020

DIVISION MEMORANDUM
No. __128__ **,** **s. 2020**

ONLINE FILING OF FORM 6 (APPLICATION FOR LEAVE)

To: Assistant Schools Division Superintendent
        Chiefs of Division, CID and SGOD
        Education Program Supervisors
        Public Schools District Supervisors
        Public School Heads
        Teaching and Non-teaching Staff
        All Division Office Personnel
        All Others Concerned

1. In consonance with the National Government's aim of flattening the curve in the fight against the COVID-19 pandemic, this Office hereby announces that filing of Form 6, also known as Application for Leave shall be done online effective immediately.

2. This is to lessen the physical handling of Form 6 which may contribute to spreading the virus and to hasten the processing of the application.

3. To avoid congestion, each district will each have a link, to wit:

NO.	SDO ANNEX	LINK
1	Abucay	https://bit.ly/Form6Submission_Abucay
2	Bagac	https://bit.ly/Form6Submission_Bagac
3	Dinalupihan	https://bit.ly/Form6Submission_Dinalupihan
4	Hermosa	https://bit.ly/Form6Submission_Hermosa
5	Limay	https://bit.ly/Form6Submission_Limay
6	Mariveles	https://bit.ly/Form6Submission_Mariveles
7	Morong	https://bit.ly/Form6Submission_Morong
8	Orani	https://bit.ly/Form6Submission_Orani
9	Orion	https://bit.ly/Form6Submission_Orion
10	Pilar	https://bit.ly/Form6Submission_Pilar
11	Samal	https://bit.ly/Form6Submission_Samal

"WE MOULD HEROES"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | **Telephone / Fax:** (047) 237-2102
Email Address: bataan@deped.gov.ph | **Website:** www.depedbataan.com | **Facebook Page:** www.facebook.com/DepedBataan

ISO 9001: 2015 CERTIFIED

4. The link to the downloadable form 6 is: **https://bit.ly/Form6Template**

5. All other Civil Service Commission (CSC) guidelines pertaining to the filing of Form 6 will be strictly observed, hence, compliance of all is expected.

6. Immediate and wide dissemination is hereby requested.

ROMEO ALIP, PhD, CESO V
Schools Division Superintendent

Encl: N o n e
Reference: N o n e
To be indicated in the Perpetual Index
          under the following subjects:

          APPLICATION FOR LEAVE   FORM 6
          ONLINE FILING
C02 m online filing of form 6
June 16, 2020