



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

MAY 18 2026

**DIVISION MEMORANDUM**

No. 223, s. 2026

**PILOT TESTING OF THE ELECTRONIC CIVIL SERVICE FORM NO. 6  
(ELECTRONIC CS FORM 6)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Division Office Unit Heads and Personnel  
District Office Personnel of Abucay  
Public Elementary and Secondary School Heads of Abucay District  
Teaching and Non-Teaching Personnel in the District of Abucay  
All Others Concerned

1. In line with the continuing efforts of the Department of Education to strengthen digital transformation initiatives and improve administrative efficiency, this Office announces the conduct of the **Pilot Testing of the Electronic Civil Service Form No. 6 (Electronic CS Form 6)** to selected personnel in the Schools Division of Bataan.
2. The pilot implementation shall cover the following participants:
  - 2.1 All Division Office Personnel;
  - 2.2 District Office Personnel of Abucay; and
  - 2.3 All Teaching and Non-Teaching Personnel of public elementary and secondary schools in the District of Abucay.
3. The pilot testing aims to:
  - 3.1 assess the efficiency, accessibility, and functionality of the Electronic CS Form 6 system in the processing and approval of leave applications;
  - 3.2 identify technical concerns, operational gaps, and user feedback for further enhancement and refinement of the electronic system; and
  - 3.3 promote digitalization, paperless transactions, and streamlined personnel services within the Schools Division of Bataan.



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4. All concerned personnel are encouraged to actively participate through registration in the pilot testing and provide necessary feedback and recommendations to ensure the successful implementation of the said system.
5. All identified personnel may access the eForm 6 thru:  
  
<https://form6.ren08.com/>
6. School heads and office heads shall ensure proper dissemination of this Memorandum and provide the necessary assistance to personnel during the pilot testing period.
7. Specific guidelines, procedures, concerns and other details relative to the pilot testing shall be addressed by **Mr. Rennor C. Clavel**, Information Systems Analyst II, Bataan High School for the Arts (BHSA).
8. Immediate and wide dissemination of this Memorandum is desired.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 

Reference:  
CS Form 6

Encl: as stated  
To be indicated in the Perpetual Index  
Under the following subjects:  
FORM 6  
PILOT TESTING  
TEACHING AND NON-TEACHING PERSONNEL