



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

14 May 2025

DIVISION MEMORANDUM

OSDS No. **065** 2025

MONITORING OF WELFARE AND BENEFITS OF TEACHING AND NON-TEACHING PERSONNEL UNDER SCHOOL IMPLEMENTING UNITS – FOCUS ON LEAVE CARDS

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Clustered/ School Administrative Officers II
All Others Concerned

1. In compliance with Section 22 and 23 of the Omnibus Rule on Leave, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order 292, with our continuing commitment to uphold accurate recordkeeping and to ensure strict compliance with Civil Service rules and regulations on leave privileges, this Office shall conduct a Leave Card Monitoring activity, including the review of other personnel-related concerns, in all schools under its jurisdiction.
2. This initiative aims to assess the accuracy and completeness of personnel records, verify that leave credits and usage are correctly reflected, and ensure that all supporting documents for approved leaves are properly filed. It also serves as a proactive measure to identify potential gaps in documentation and reinforce accountability in the management of human resources at the school level.
3. The following schools are scheduled to undergo the monitoring activity on their respective assigned dates:


DATE	SCHOOLS
May 20, 2025	Sto. Niño National High School (NHS)
	Sto. Niño National Senior Agricultural and Trade School (NSAT)
	Banga National High School (NHS)
May 21, 2025	Norala National High School (NHS)
	Lapuz National High School (NHS)
May 27, 2025	Tupi National High School (NHS)
	Maltana National High School (NHS)
May 28, 2025	Polomolok National High School (NHS)
	Upper Klinan National High School (NHS)
	Bentung Sulit National High School (NHS)
May 29, 2025	Libertad National High School (NHS)
	Lamian National High School (NHS)



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	Tboli National High School (NHS)
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4. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE	LEAVE
BENEFITS	POLICY

SJLDR/DM- Monitoring of Welfare and Benefits of Teaching and Non-Teaching
Personnel under School Implementing Units – Focus on Leave Cards
0000/May 14, 2025