



April 29, 2025

Division Memorandum

No. 108, s. 2025

**DIGITALIZATION OF EMPLOYEES' LEAVE CARD
TRAINING-WORKSHOP FOR ADMINISTRATIVE OFFICERS II
AND SCHOOL ADMINISTRATIVE STAFF**

To: Assistant Schools Division Superintendent
Chief Education Supervisors) SGOD
Secondary and Elementary School Principals
Administrative Officers II
School Admin Staff
Others concerned
This Division

1. Be informed of the conduct of "**DIGITALIZATION OF EMPLOYEES' LEAVE CARD TRAINING-WORKSHOP FOR ADMINISTRATIVE OFFICERS II AND SCHOOL ADMINISTRATIVE STAFF**" at 8:00 a.m. on May 5-7, 2025 at the OSDS Conference Room.
2. This activity intends to achieve the following objectives:
 - a. familiarize participants with the digital leave card system;
 - b. develop skills for navigating and managing employee leave records digitally;
 - c. enhance understanding of data security and compliance within the digital framework; and
 - d. Improve overall efficiency in leave processing.
3. Inasmuch as funds are not sufficient, participants are advised to bring their own meals. Only morning snacks will be served which shall be charged against OPDNTF 2024 funds subject to the usual accounting and auditing rules and policies.
4. Further, participants are required to bring with them their laptops and extension cords. In case that there are teachers who will be involved in this activity, they shall be given service credits commensurate to the actual number of days rendered pursuant to existing relevant Civil Service rules and policies.
5. Attendance is compulsory.
6. Immediate dissemination and compliance of this memorandum is hereby enjoined.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

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