

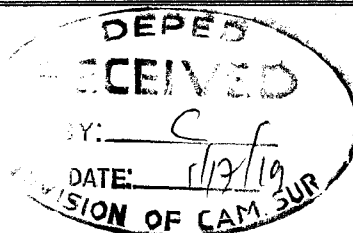


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 18 s. 2019



January 17, 2019

**SUBMISSION OF LIST OF EXPECTED MATERNITY LEAVE APPLICATION FROM
JANUARY 2019-MARCH 2019**

To: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Secondary School Heads

1. To facilitate the hiring of substitute teacher for the first quarter of FY 2019, all school heads of secondary schools are **REQUIRED** to submit a **LIST OF** expected maternity leave (ML) application from January 2019 to March 2019 not later than January 21, 2019, using the enclosed templates.
2. Accomplished templates shall be submitted to the receiving personnel for tracking purposes.
3. Immediate dissemination, and compliance of all concerned to this memorandum is desired.

CECILLE BERNADETTE P. RIVERA
Schools Division Superintendent