Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

DEPED-DIVISION OF CAGAYAN DE ORO
CAGAYAN DE ORO CITY
RELEASED
DATE: OCT 0 3 2024
BY:

02 October 2024

DIVISION MEMORANDUM
No. 760, s. 2024

IMPLEMENTATION OF ONLINE LEAVE APPLICATION IN THE DIVISION OFFICE

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
CID and SGOD Personnel
All Division personnel

1. This is to announce the implementation of online leave application of CSC Form 6 for the Division Office only.
2. The Online Leave Application System will be fully implemented effective **October 07, 2024**. All division personnel are directed to submit their leave application via the official online platform, accessible through this link: **hris.depedcdo.online**.
3. User Manual (Steps in Filling the form 6) is attached in this memorandum as enclosure 1.
4. Furthermore, all division personnel are enjoined to access and update their personal account through the same link.
5. For more questions, please contact the ICT Unit.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
7. This Office directs widest dissemination and strict compliance to this Memorandum.

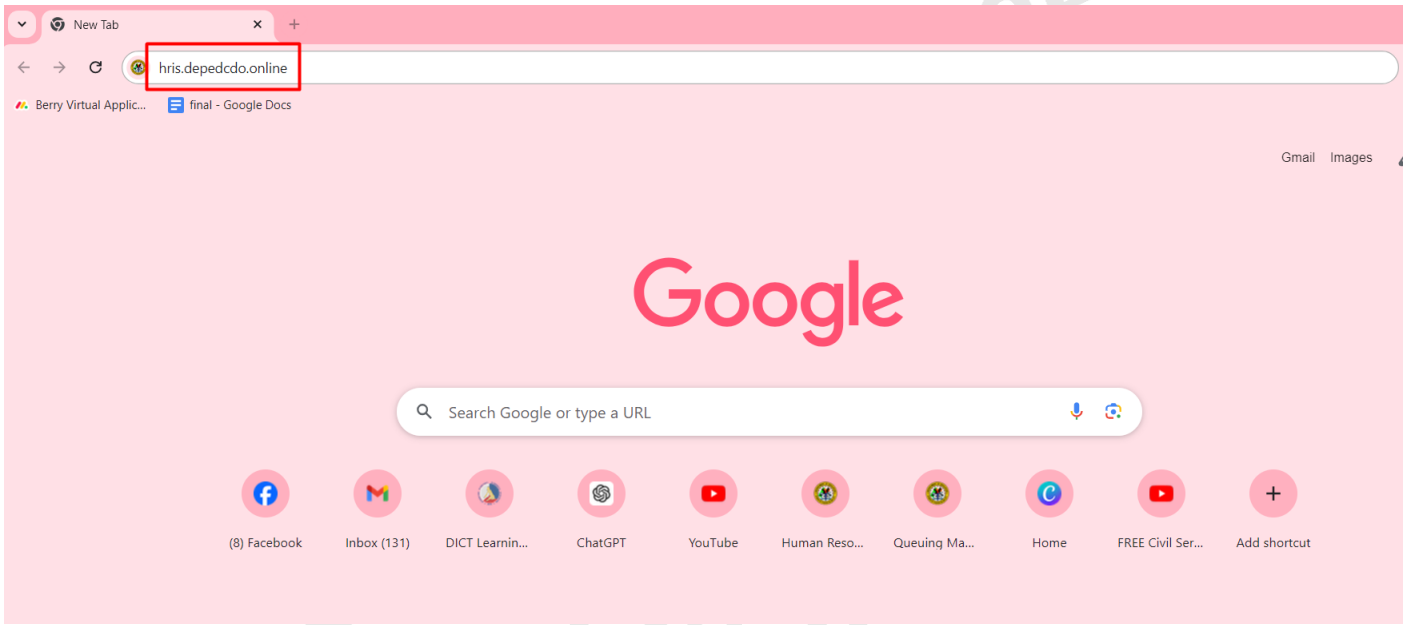
ROY ANGELO E. GAZO
Schools Division Superintendent

Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph

User Manual HRMIS System: E-Form 6

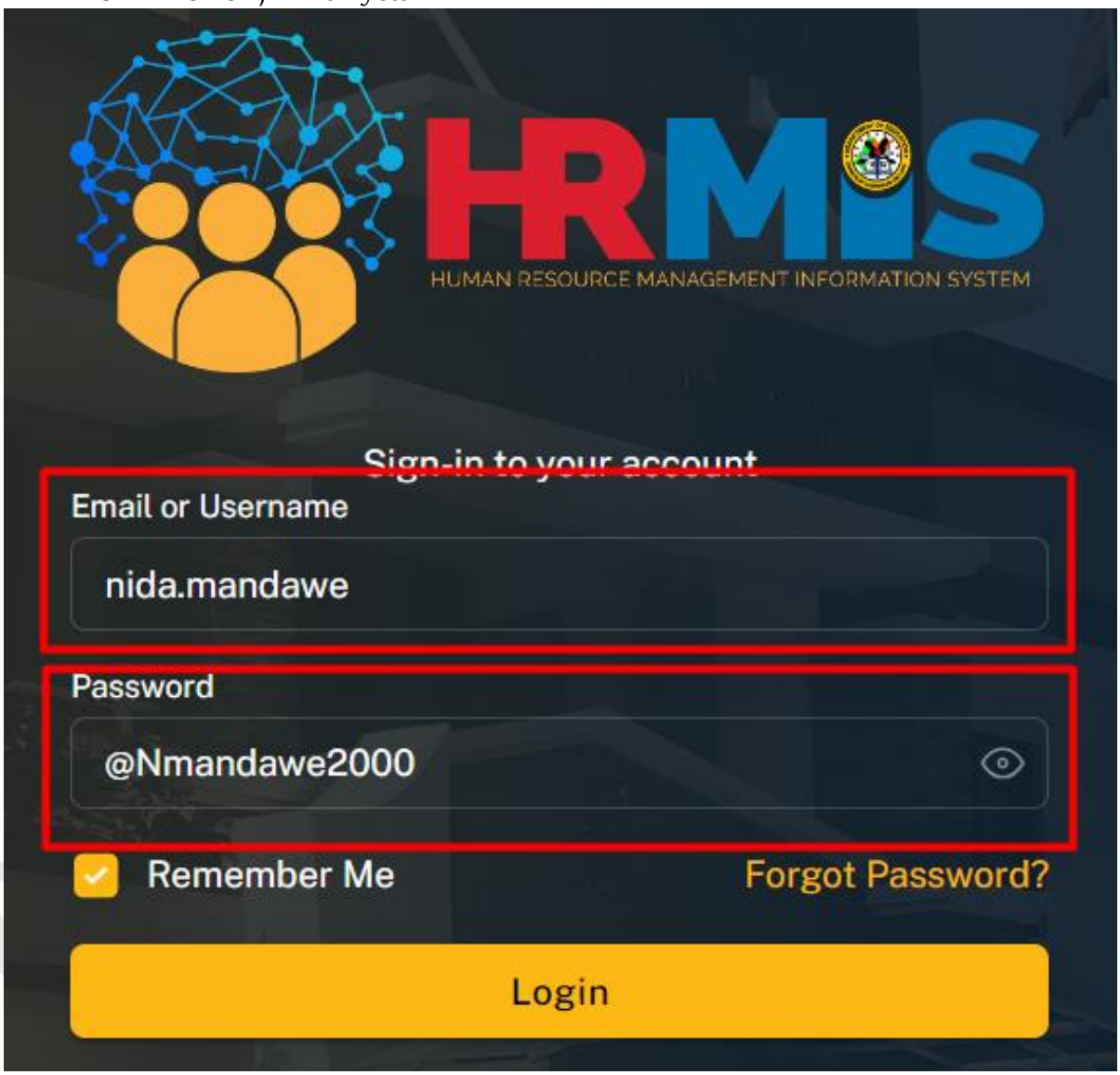
1. Open a browser (Eg. Google Chrome, Microsoft Firefox, or Safari) using Android, iOS, and Laptop/Desktop.

2. In the Search Box, type hris.depedcdo.online



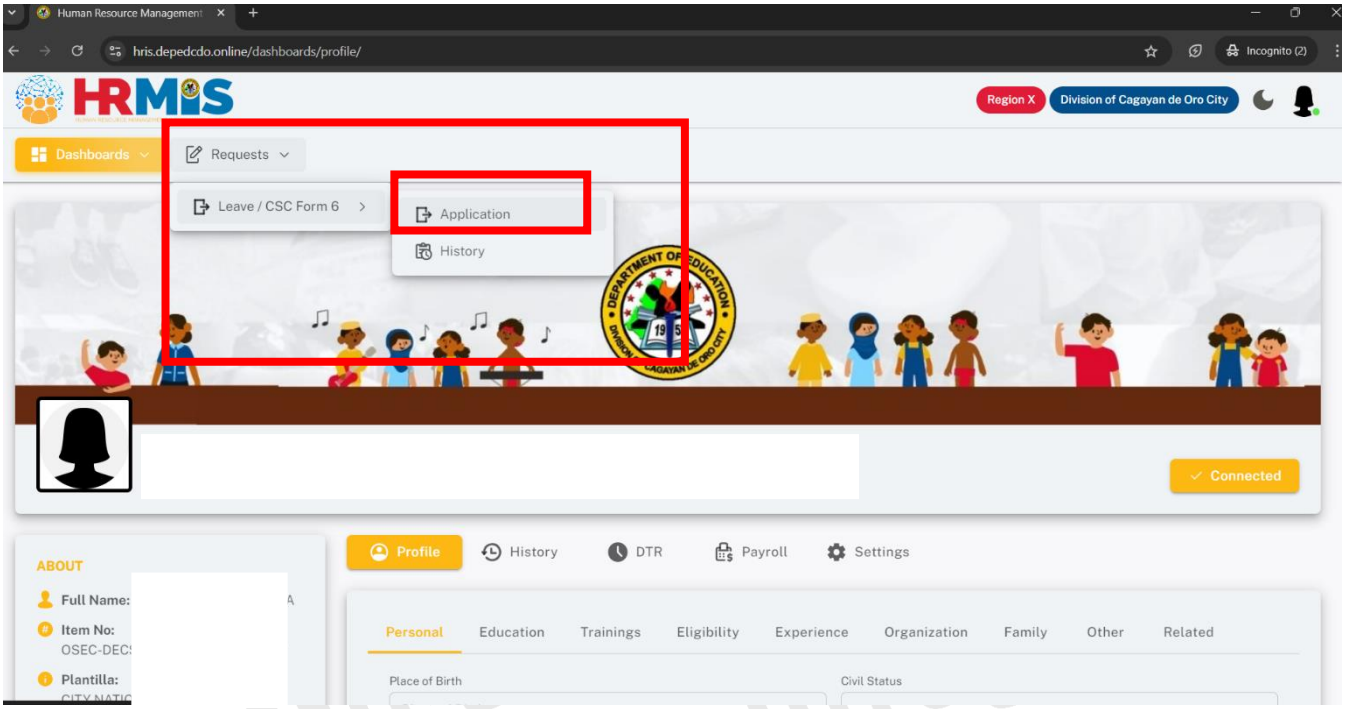
Outstanding

3. Sign In using the following format.
   Email or Username: firstname.lastname (ALL IN LOWERCASE)
   Password: @+Capital letter of the First letter of the First name+lastname(ALL IN LOWERCASE)+Birth year

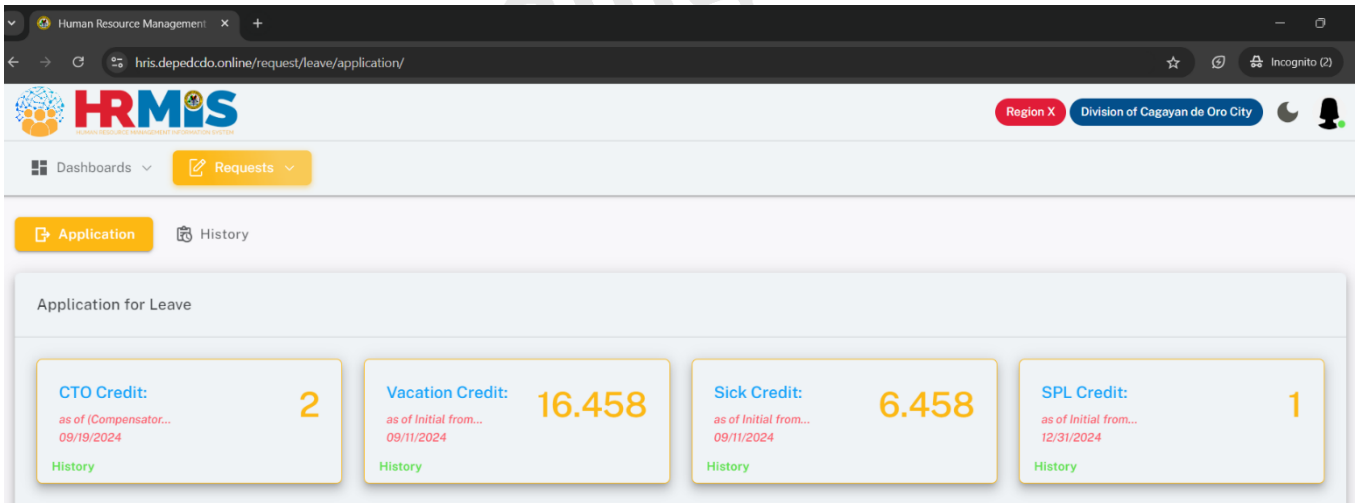


Leave Applicant User Interface

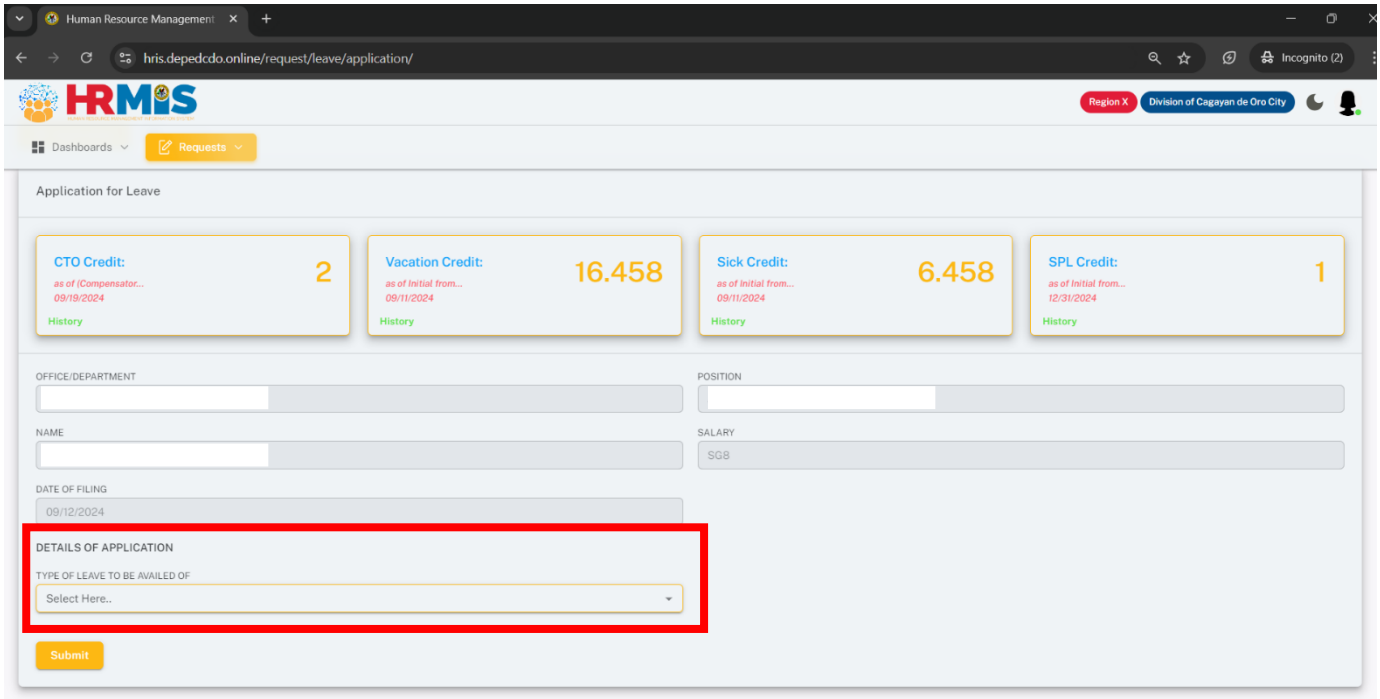
4. At the upper left, Click Request>Leave CSC Form 6>Application



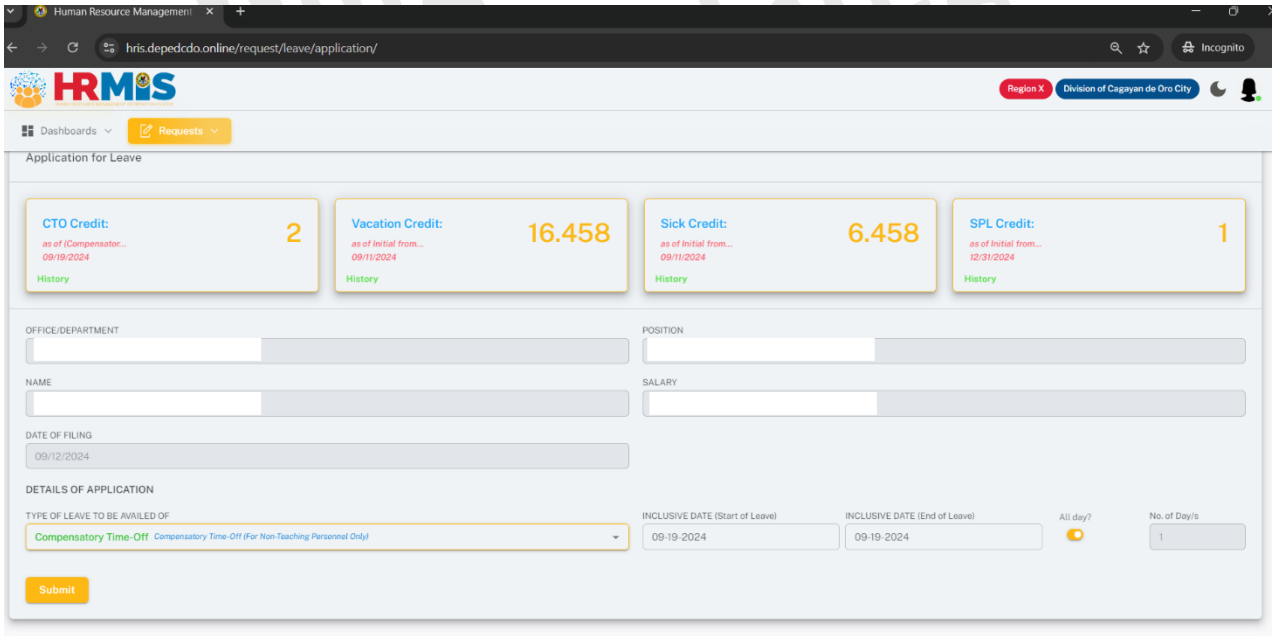
5. View leave Credit



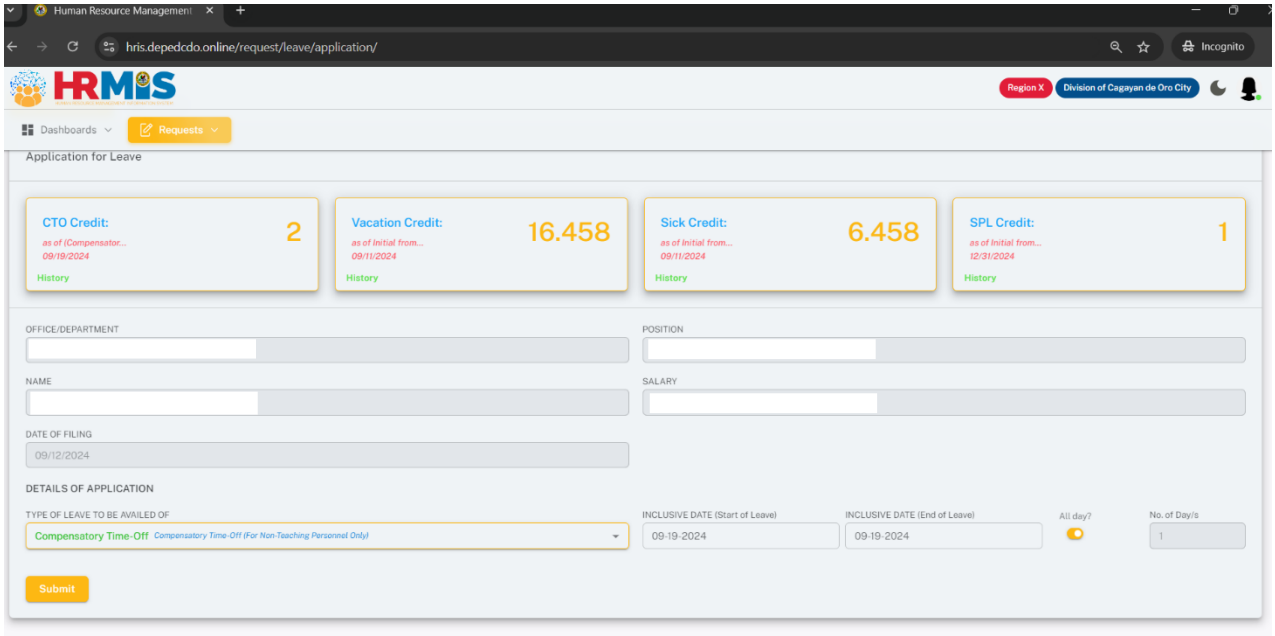
6. Choose the type of leave you want to apply.



7. Choose the Date



8. Click Submit



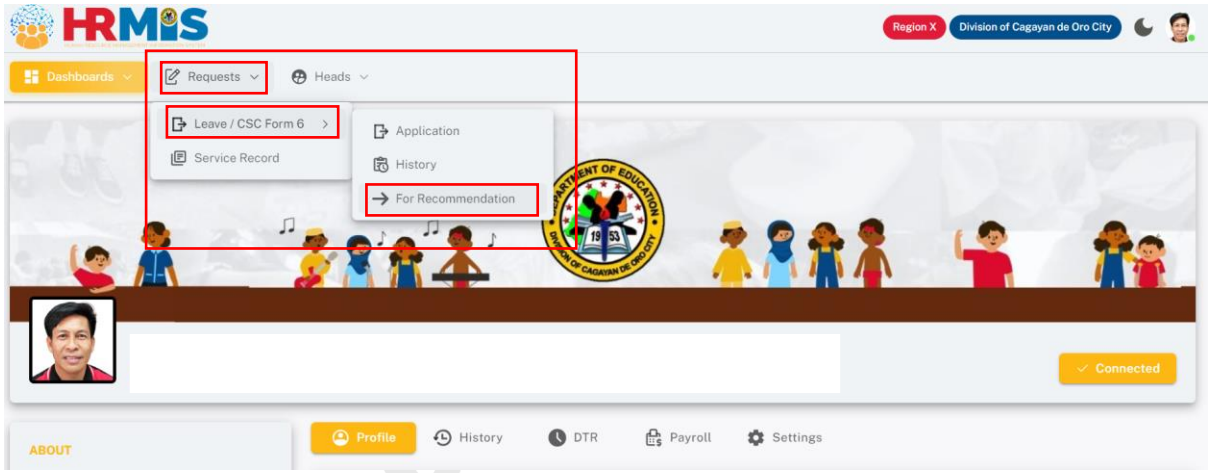
9. Check the status and wait for it to be recommended by the Section head, validated by HR, and approved by the Approving Authority.

Diligence
Outstanding Integrity

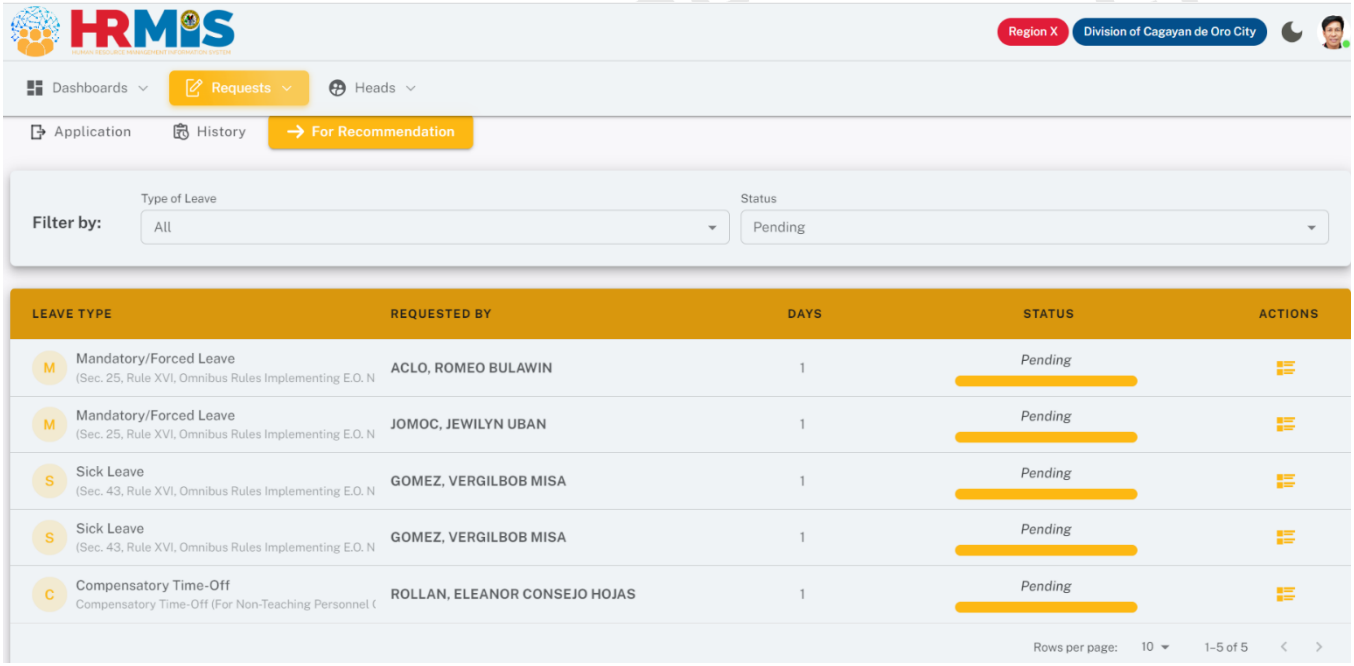
Office of the Schools Division Superintendent

Recommending Officer User Interface

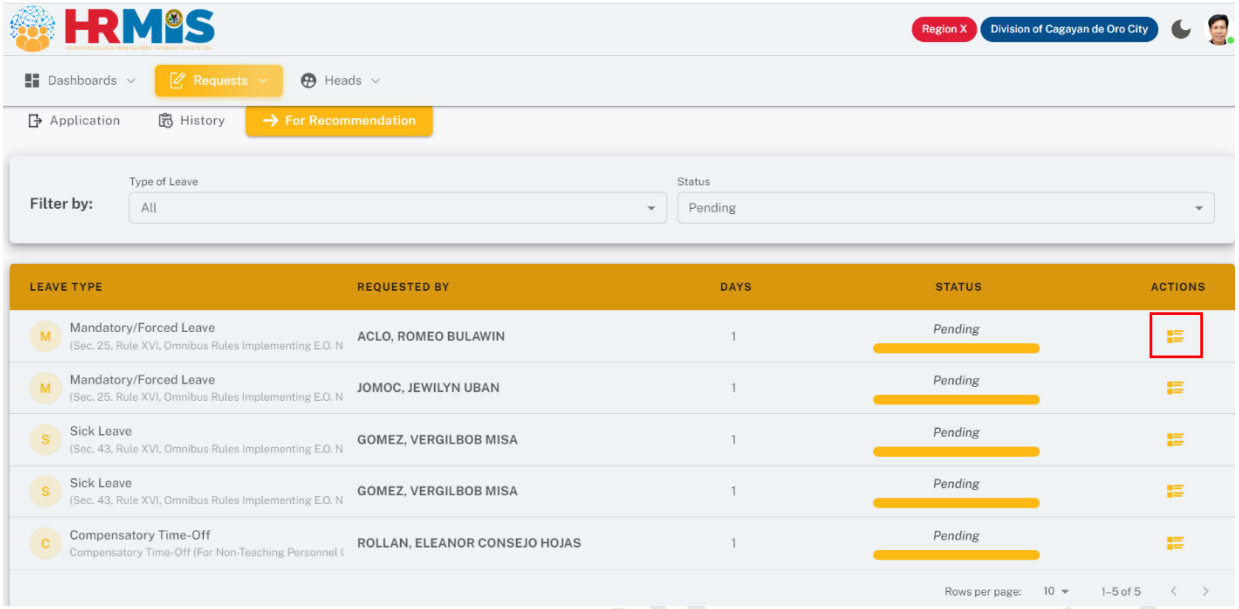
4. Click Requests Button>Leave/ CSC Form 6>For Recommendation



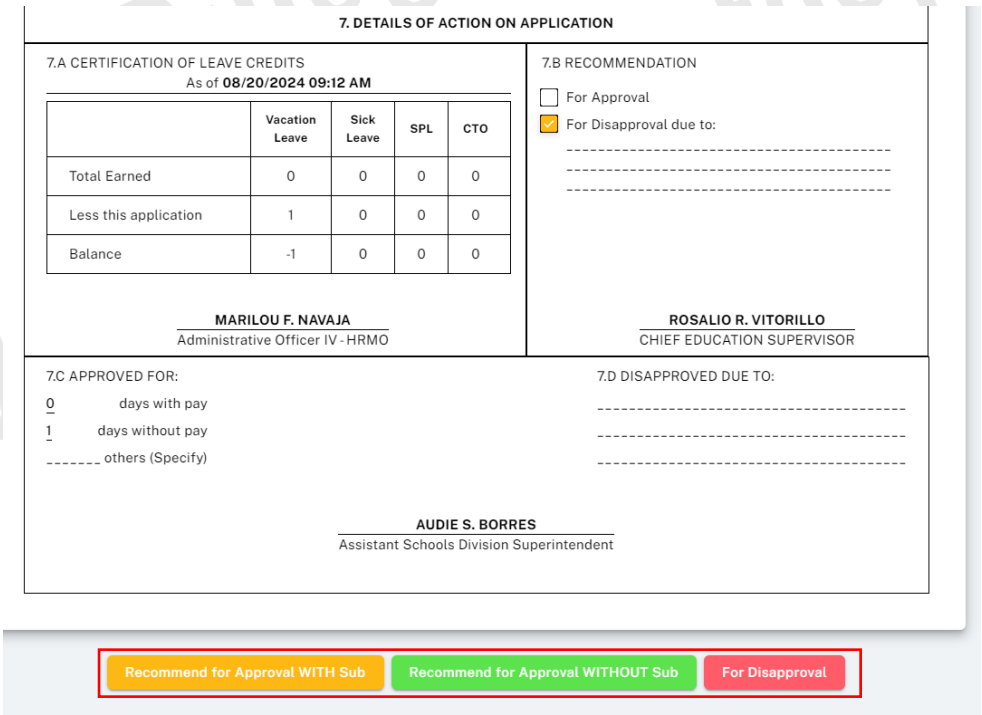
5. Check the List of Pending Leave



6. Click the Action Icon to see Leave Details



7. Click any of the buttons



7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
As of **08/20/2024 09:12 AM**

	Vacation Leave	Sick Leave	SPL	CTO
Total Earned	0	0	0	0
Less this application	1	0	0	0
Balance	-1	0	0	0

MARILOU F. NAVAJA
Administrative Officer IV - HRMO

7.B RECOMMENDATION
☐ For Approval
☑ For Disapproval due to:

ROSALIO R. VITORILLO
CHIEF EDUCATION SUPERVISOR

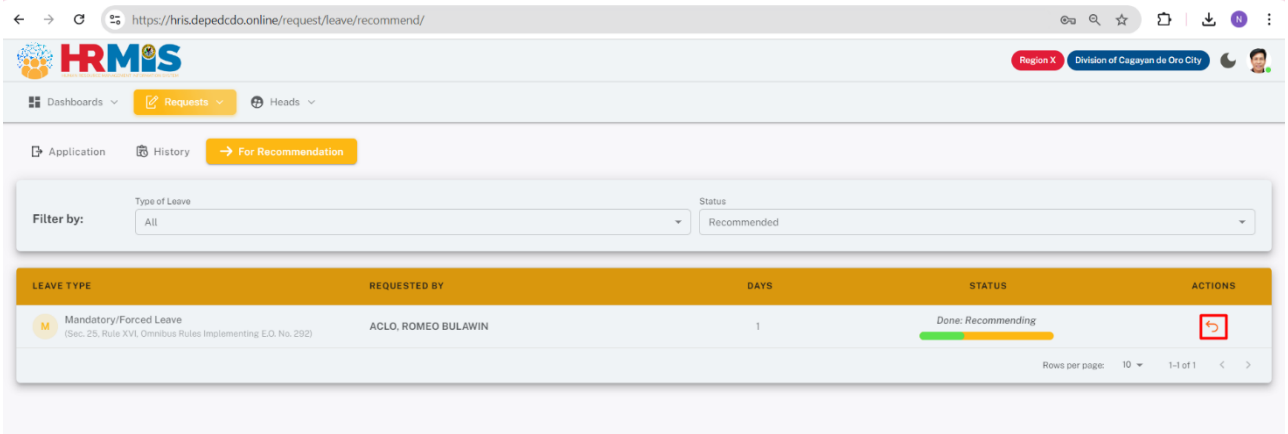
7.C APPROVED FOR:
0 days with pay
1 days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

AUDIE S. BORRES
Assistant Schools Division Superintendent

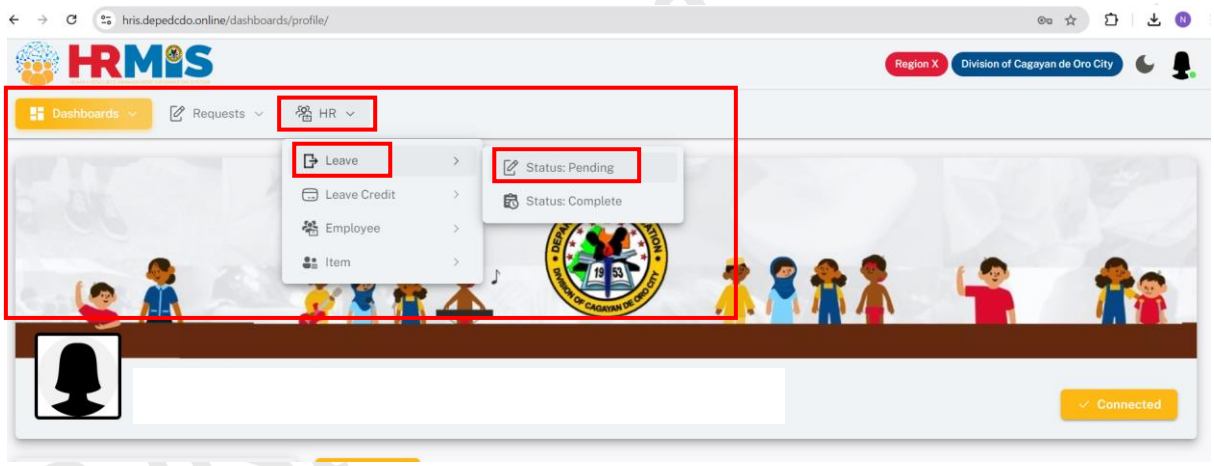
Recommend for Approval WITH Sub | Recommend for Approval WITHOUT Sub | For Disapproval

8. Revert by going to https://hris.depedcdo.online/request/leave/recommend/ and click the revert button.

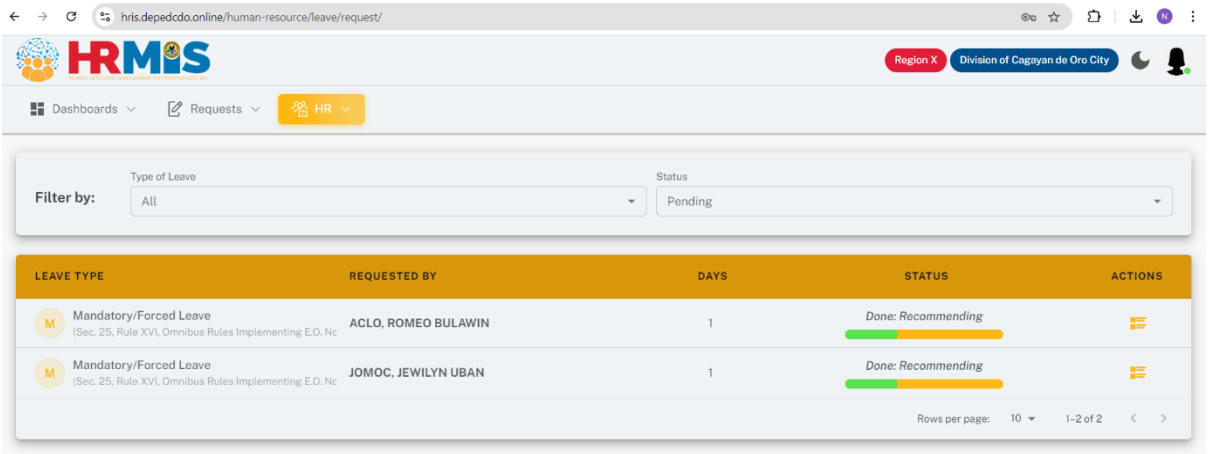


Human Resource User Interface

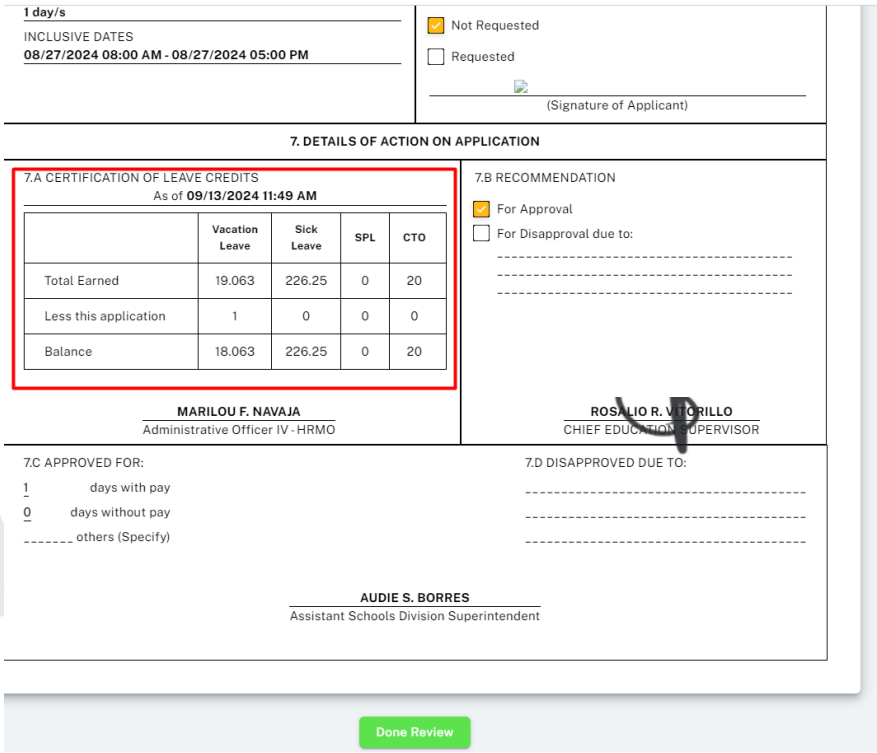
4. Click HR Button/leave/Status: Pending



5. Check the List of Pending Leave to be validated



6. Click the Action Icon to see Leave Details and Done Review



1 day/s

INCLUSIVE DATES
08/27/2024 08:00 AM - 08/27/2024 05:00 PM

☑ Not Requested
☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
As of 09/13/2024 11:49 AM

	Vacation Leave	Sick Leave	SPL	CTO
Total Earned	19.063	226.25	0	20
Less this application	1	0	0	0
Balance	18.063	226.25	0	20

MARILOU F. NAVAJA
Administrative Officer IV - HRMO

7.B RECOMMENDATION
☑ For Approval
☐ For Disapproval due to:

ROSALIO R. VITORILLO
CHIEF EDUCATION SUPERVISOR

7.C APPROVED FOR:
1 days with pay
0 days without pay
_____ others (Specify)

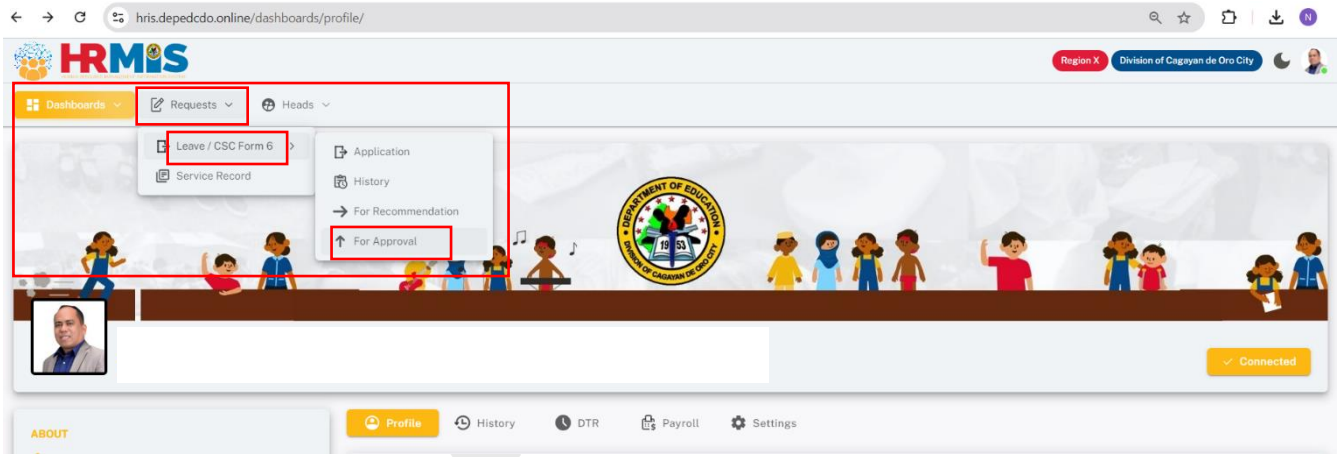
7.D DISAPPROVED DUE TO:

AUDIE S. BORRES
Assistant Schools Division Superintendent

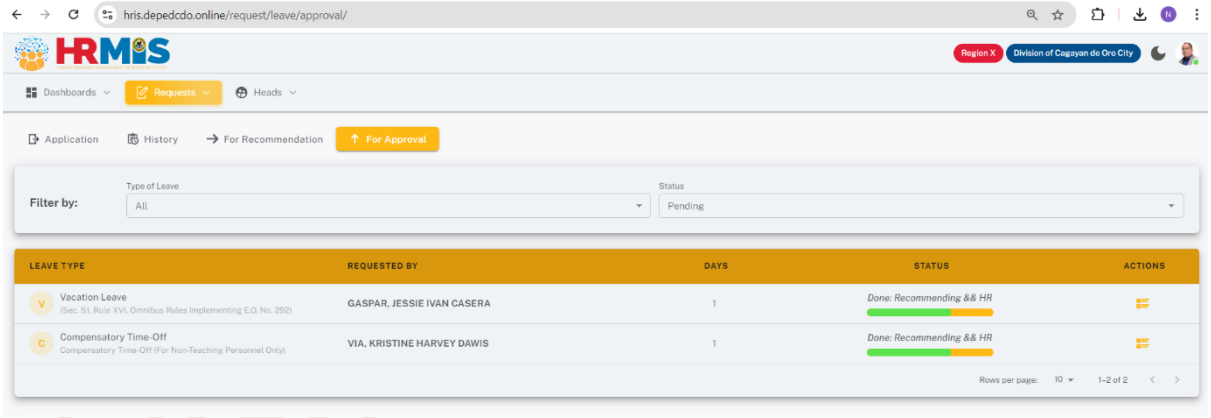
Done Review

Office of the Schools Division Superintendent
Approving Authority User Interface

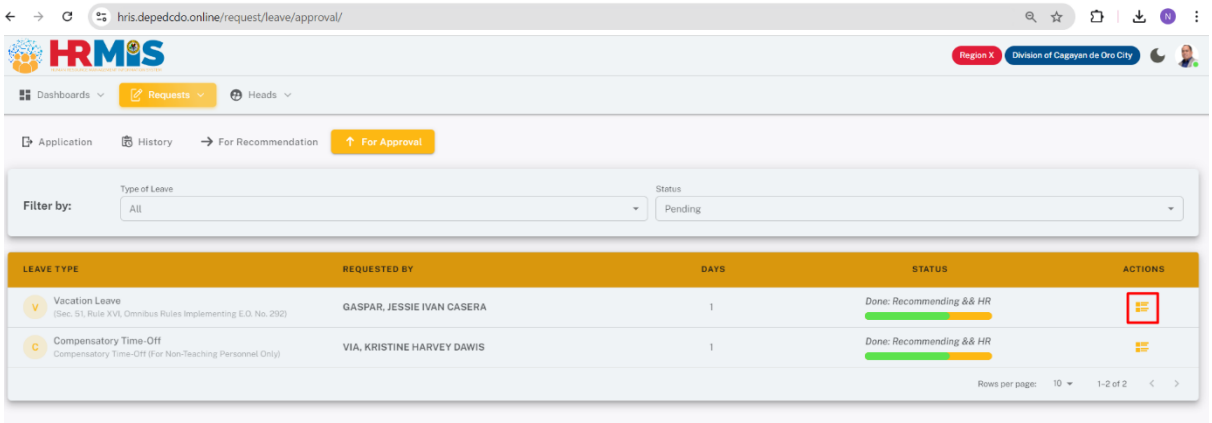
4. Click Requests Button>Leave/ CSC Form 6>For Recommendation



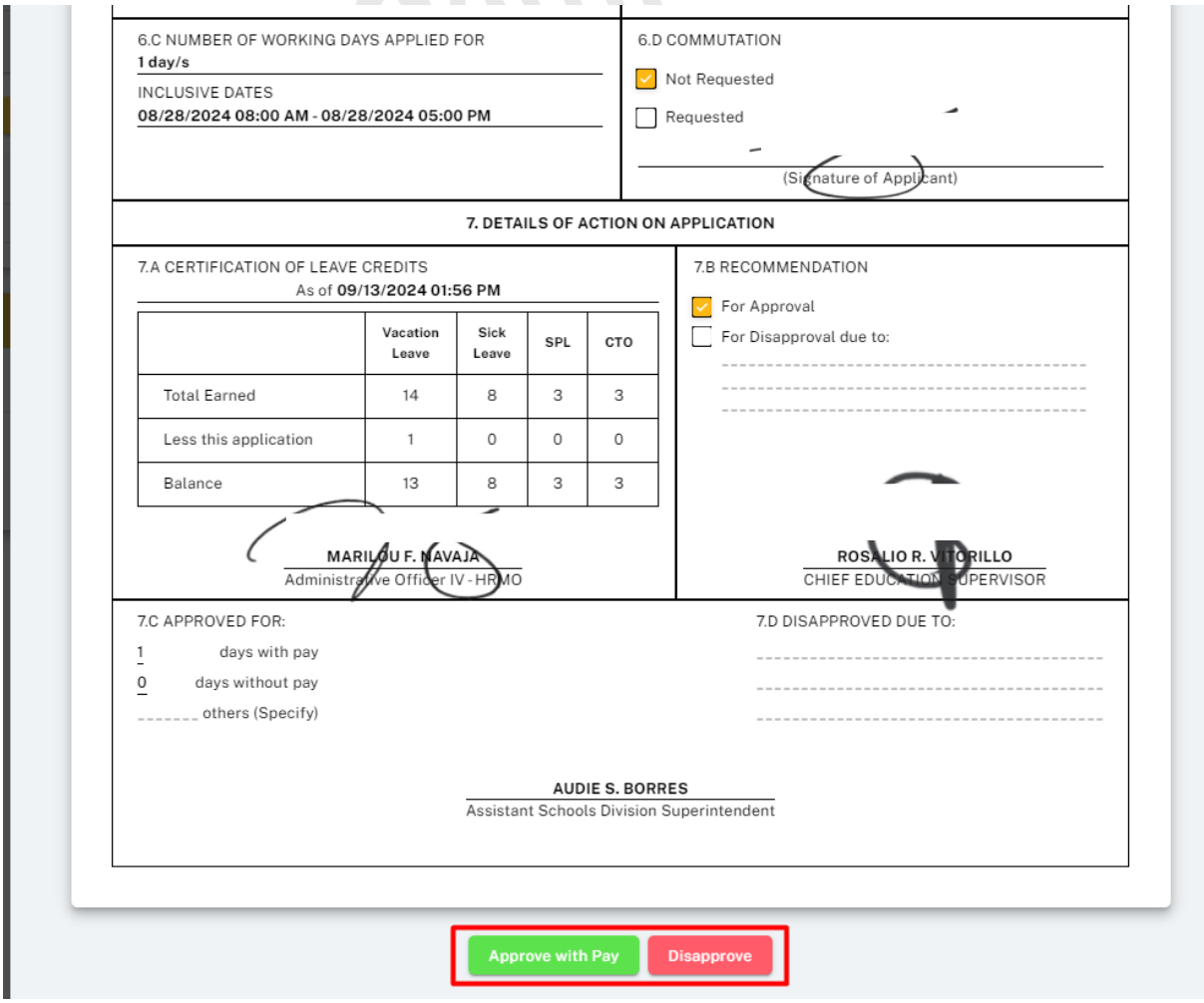
5. Check the List of Pending Leave for Approval



6. Click the Action Icon to see Leave Details



7. Click any of the buttons



6.C NUMBER OF WORKING DAYS APPLIED FOR
1 day/s

INCLUSIVE DATES
08/28/2024 08:00 AM - 08/28/2024 05:00 PM

6.D COMMUTATION
- [x] Not Requested
- [ ] Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
As of **09/13/2024 01:56 PM**

	Vacation Leave	Sick Leave	SPL	CTO
Total Earned	14	8	3	3
Less this application	1	0	0	0
Balance	13	8	3	3

MARILOU F. NAVAJA
Administrative Officer IV - HRMO

7.B RECOMMENDATION
- [x] For Approval
- [ ] For Disapproval due to:

ROSALIO R. VITORILLO
CHIEF EDUCATION SUPERVISOR

7.C APPROVED FOR:
1 days with pay
0 days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

AUDIE S. BORRES
Assistant Schools Division Superintendent

Approve with Pay | Disapprove

8. Once Approved, form 6 will be signed.

6.C NUMBER OF WORKING DAYS APPLIED FOR **1 day/s** INCLUSIVE DATES **08/28/2024 08:00 AM - 08/28/2024 05:00 PM**	6.D COMMUTATION ☑ Not Requested ☐ Requested (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
As of **09/13/2024 02:02 PM**

	Vacation Leave	Sick Leave	SPL	CTO
Total Earned	14	8	3	3
Less this application	1	0	0	0
Balance	13	8	3	3

MARILOU F. NAVAJA
Administrative Officer IV - HRMO

7.B RECOMMENDATION
☑ For Approval
☐ For Disapproval due to:

ROSALIO R. VITORILLO
CHIEF EDUCATION SUPERVISOR

7.C APPROVED FOR:
1 days with pay
0 days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

AUDIE S. BORRES
Assistant Schools Division Superintendent

Outstan