



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



Office of the Schools Division Superintendent

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

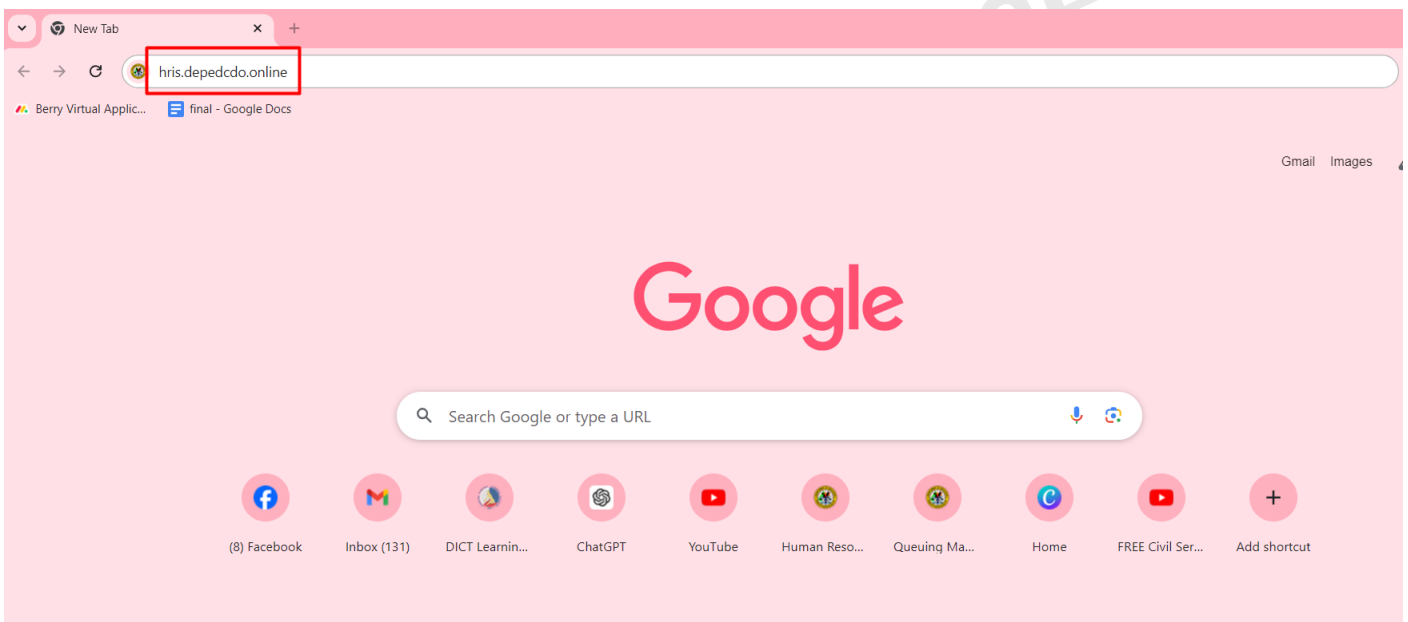


Republic of the Philippines
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REGION X
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Office of the Schools Division Superintendent

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



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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

Sign-in to your account

Email or Username

nida.mandawe

Password

@Nmandawe2000

☒ Remember Me [Forgot Password?](#)

Login



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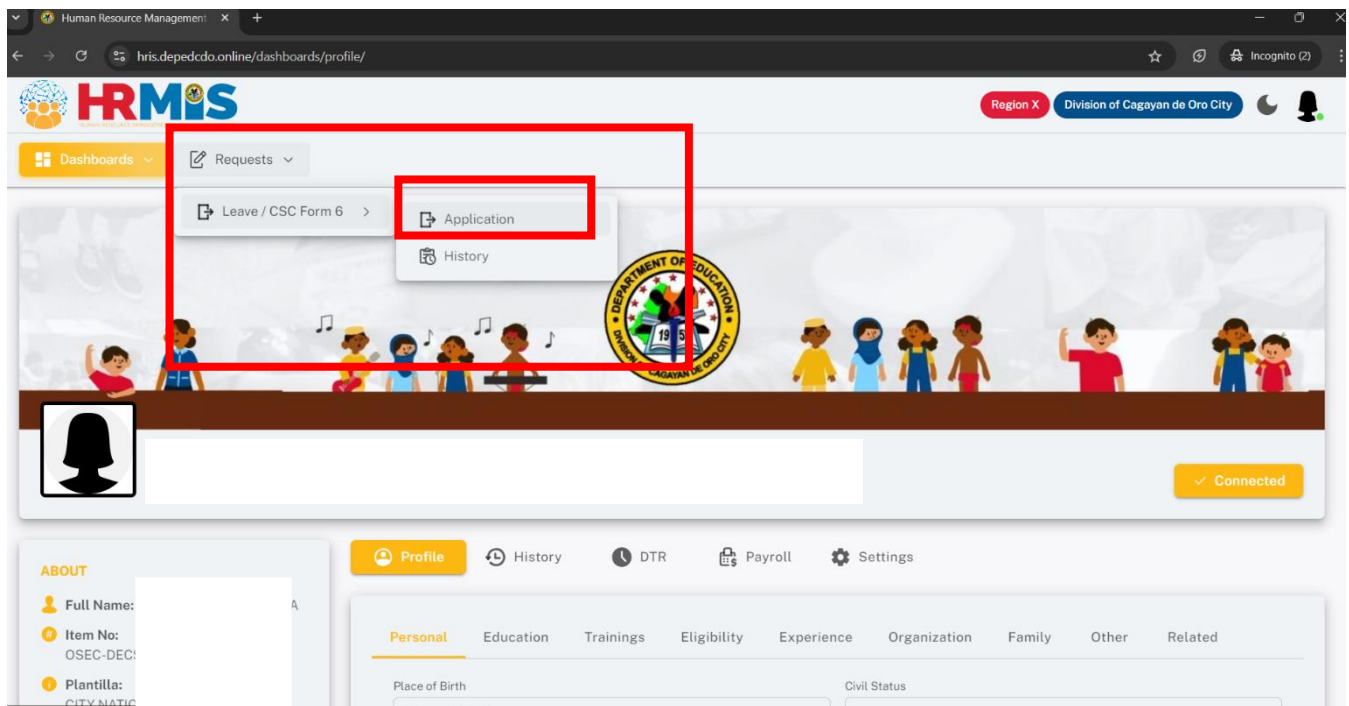


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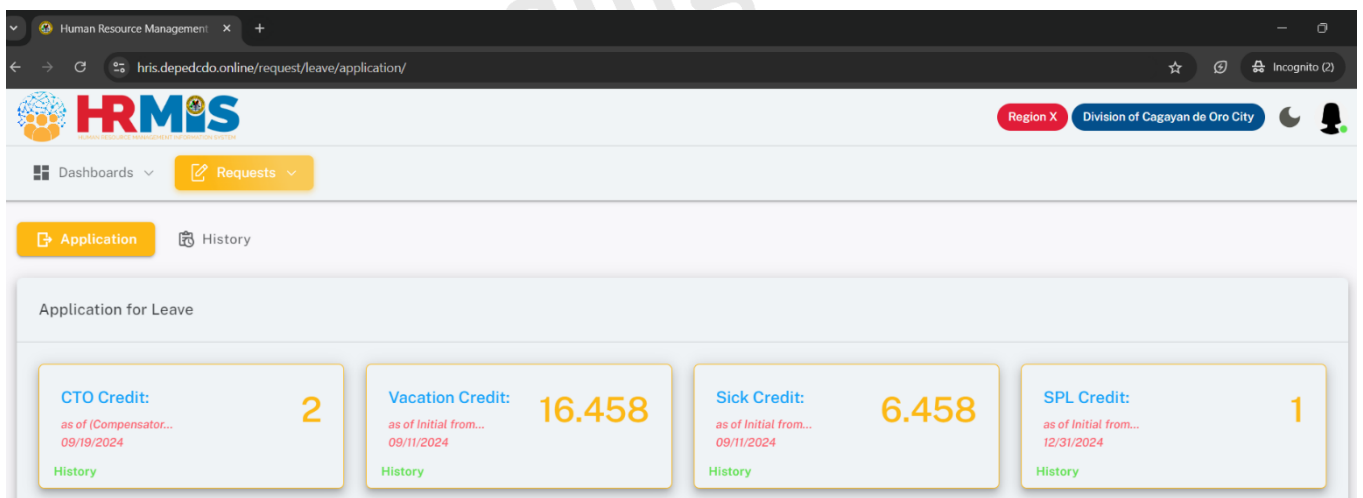
Office of the Schools Division Superintendent

Leave Applicant User Interface

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



5. View leave Credit



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

Application for Leave

Credit Type	Balance
CTO Credit: as of (Compensator... 09/19/2024)	2
Vacation Credit: as of Initial from... 09/11/2024	16.458
Sick Credit: as of Initial from... 09/11/2024	6.458
SPL Credit: as of Initial from... 12/31/2024	1

OFFICE/DEPARTMENT: POSITION:

NAME: SALARY:

DATE OF FILING: 09/12/2024

DETAILS OF APPLICATION

TYPE OF LEAVE TO BE AVAILED OF:

Submit

7. Choose the Date

Application for Leave

Credit Type	Balance
CTO Credit: as of (Compensator... 09/19/2024)	2
Vacation Credit: as of Initial from... 09/11/2024	16.458
Sick Credit: as of Initial from... 09/11/2024	6.458
SPL Credit: as of Initial from... 12/31/2024	1

OFFICE/DEPARTMENT: POSITION:

NAME: SALARY:

DATE OF FILING: 09/12/2024

DETAILS OF APPLICATION

TYPE OF LEAVE TO BE AVAILED OF:

INCLUSIVE DATE (Start of Leave): 09-19-2024 INCLUSIVE DATE (End of Leave): 09-19-2024

All day? ☐ No. of Day/s: 1

Submit



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Office of the Schools Division Superintendent

8. Click Submit

Human Resource Management | X +

hris.depedcdo.online/request/leave/application/

Region X Division of Cagayan de Oro City

Dashboards Requests

Application for Leave

CTO Credit: 2
as of Initial from... 09/19/2024
History

Vacation Credit: 16.458
as of Initial from... 09/11/2024
History

Sick Credit: 6.458
as of Initial from... 09/11/2024
History

SPL Credit: 1
as of Initial from... 12/31/2024
History

OFFICE/DEPARTMENT
POSITION

NAME
SALARY

DATE OF FILING
09/12/2024

DETAILS OF APPLICATION

TYPE OF LEAVE TO BE AVAILED OF
Compensatory Time-Off Compensatory Time-Off (For Non-Teaching Personnel Only)

INCLUSIVE DATE (Start of Leave) 09-19-2024 INCLUSIVE DATE (End of Leave) 09-19-2024 All day? No. of Day/s 1

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.



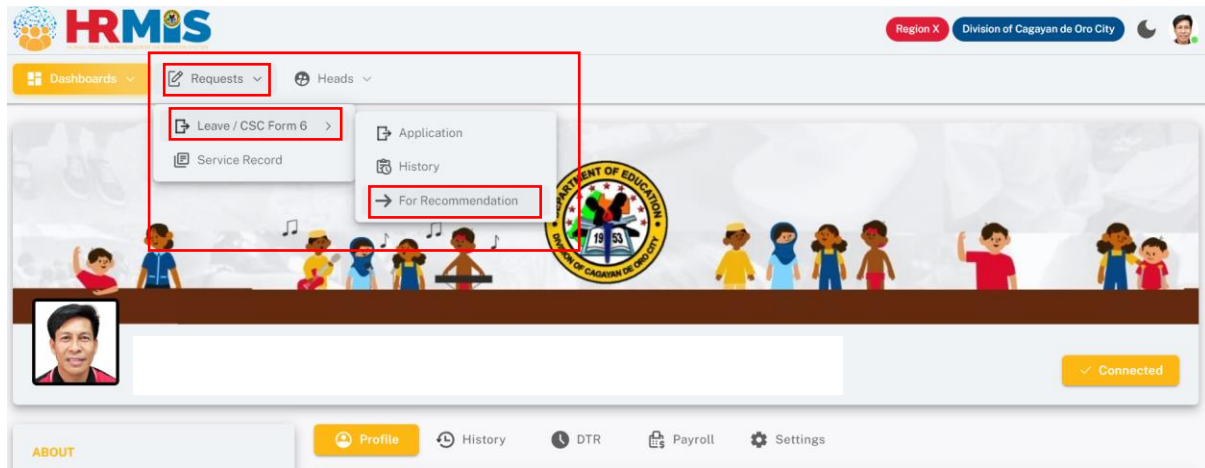
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Office of the Schools Division Superintendent
Recommending Officer User Interface

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



5. Check the List of Pending Leave

LEAVE TYPE	REQUESTED BY	DAYS	STATUS	ACTIONS
M Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. N	ACLO, ROMEO BULAWIN	1	Pending	
M Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. N	JOMOC, JEWILYN UBAN	1	Pending	
S Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. N	GOMEZ, VERGILBOB MISA	1	Pending	
S Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. N	GOMEZ, VERGILBOB MISA	1	Pending	
C Compensatory Time-Off Compensatory Time-Off (For Non-Teaching Personnel t	ROLLAN, ELEANOR CONSEJO HOJAS	1	Pending	

Rows per page: 10 1-5 of 5



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

The screenshot shows the HRMIS interface for the Division of Cagayan de Oro City. The top navigation bar includes 'Dashboards', 'Requests', and 'Heads'. The main content area has a 'Filter by' section with 'Type of Leave' set to 'All' and 'Status' set to 'Recommended'. Below this is a table with the following columns: LEAVE TYPE, REQUESTED BY, DAYS, STATUS, and ACTIONS.

LEAVE TYPE	REQUESTED BY	DAYS	STATUS	ACTIONS
Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	ACLO, ROMEO BULAWIN	1	Done: Recommending	

At the bottom right of the table, it says 'Rows per page: 10' and '1-1 of 1'.

Human Resource User Interface

4. Click HR Button/leave/Status: Pending

The screenshot shows the HRMIS interface for the Division of Cagayan de Oro City. The top navigation bar includes 'Dashboards', 'Requests', and 'HR'. The 'HR' menu is expanded, showing options: 'Leave', 'Leave Credit', 'Employee', and 'Item'. The 'Leave' option is selected, and a sub-menu is displayed with 'Status: Pending' and 'Status: Complete'. The 'Status: Pending' option is highlighted.



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5. Check the List of Pending Leave to be validated

hris.depedcdo.online/human-resource/leave/request/

HRMIS

Region X Division of Cagayan de Oro City

Dashboards Requests HR

Filter by: Type of Leave Status

All Pending

LEAVE TYPE	REQUESTED BY	DAYS	STATUS	ACTIONS
Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 10, 1987)	ACLO, ROMEO BULAWIN	1	Done: Recommending	
Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 10, 1987)	JOMOC, JEWILYN UBAN	1	Done: Recommending	

Rows per page: 10 1-2 of 2

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. VIGORILLO
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



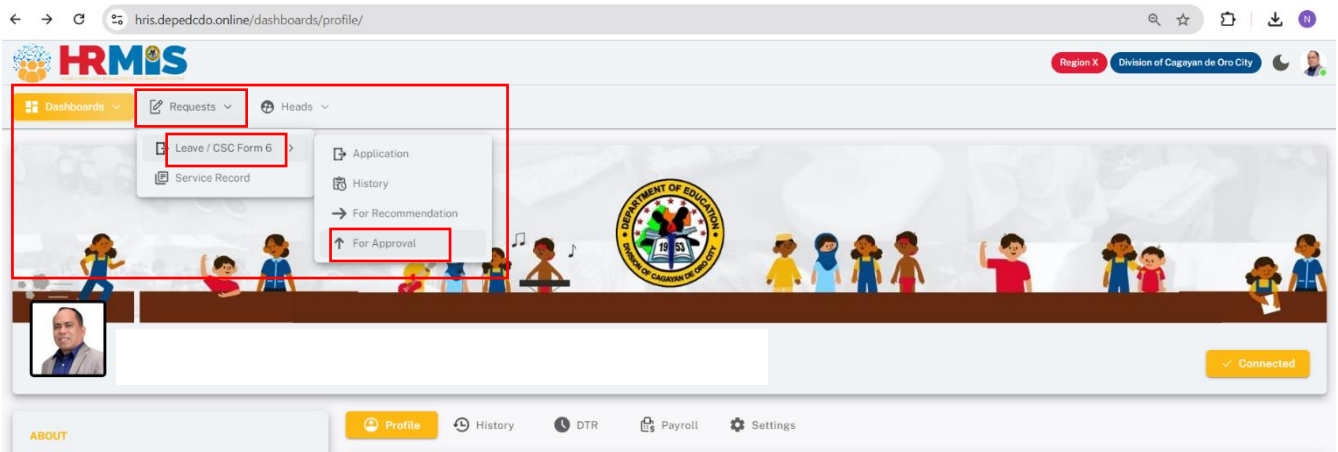
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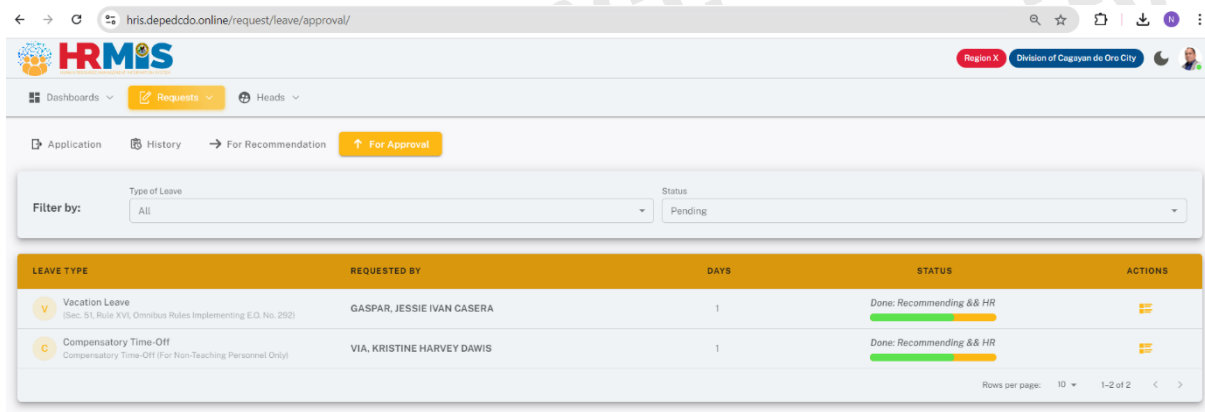
Republic of the Philippines
Department of Education
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Office of the Schools Division Superintendent
Approving Authority User Interface

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



5. Check the List of Pending Leave for Approval



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6. Click the Action Icon to see Leave Details

hris.depedcdo.online/request/leave/approval/

Region X Division of Cagayan de Oro City

Filter by: Type of Leave: All Status: Pending

LEAVE TYPE	REQUESTED BY	DAYS	STATUS	ACTIONS
V Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	GASPAR, JESSIE IVAN CASERA	1	Done: Recommending && HR	
C Compensatory Time-Off Compensatory Time-Off (For Non-Teaching Personnel Only)	VIA, KRISTINE HARVEY DAWIS	1	Done: Recommending && HR	

Rows per page: 10 1-2 of 2

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 ☒ 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 <table><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th><th>SPL</th><th>CTO</th></tr></thead><tbody><tr><td>Total Earned</td><td>14</td><td>8</td><td>3</td><td>3</td></tr><tr><td>Less this application</td><td>1</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Balance</td><td>13</td><td>8</td><td>3</td><td>3</td></tr></tbody></table> MARILOU F. NAVAJA Administrative Officer IV - HRMO		Vacation Leave	Sick Leave	SPL	CTO	Total Earned	14	8	3	3	Less this application	1	0	0	0	Balance	13	8	3	3	7.B RECOMMENDATION ☒ For Approval ☐ For Disapproval due to: ROSALIO R. VITORILLO CHIEF EDUCATION SUPERVISOR
	Vacation Leave	Sick Leave	SPL	CTO																	
Total Earned	14	8	3	3																	
Less this application	1	0	0	0																	
Balance	13	8	3	3																	
7.C APPROVED FOR: 1 days with pay 0 days without pay others (Specify) AUDIE S. BORRES Assistant Schools Division Superintendent	7.D DISAPPROVED DUE TO: 																				

Approve with Pay Disapprove



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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																					
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	Vacation Leave	Sick Leave	SPL	CTO																	
Total Earned	14	8	3	3																	
Less this application	1	0	0	0																	
Balance	13	8	3	3																	
7.C APPROVED FOR: 1 _____ days with pay 0 _____ days without pay _____ others (Specify) AUDIE S. BORRES Assistant Schools Division Superintendent	7.D DISAPPROVED DUE TO: _____ _____ _____																				



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