



Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS
Ecology Center, City of Naga, Cebu
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Website: www.depedcityofnagacebu.ph



Name: _____ School: _____
Employee No: _____ Address: _____
Item No: _____

REINSTATEMENT CHECKLIST FOR PERSONAL LEAVE

- _____ 1. ENDORSEMENT (3 Copies)
_____ 2. APPLICATION LETTER FOR REINSTATEMENT (3 Copies)
_____ 3. APPROVED FORM 6 (3 Copies)

CHECKED BY:

ATTESTED BY:

School Administrator

School Head

Date: _____

Date: _____

VERIFIED BY:

REEMAN CLYDE N. MAÑACAP
Administrative Officer IV (HRMO II)

Date: _____