



**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DAVAO DEL NORTE**

PSU FORM 112 Revised 2014

DATE: \_\_\_\_\_

**REQUEST FOR INACTIVE STATUS**

DIVISION NAME/CODE DAVAO DEL NORTE / 019  
 STATION NAME: \_\_\_\_\_  
 STATION CODE: \_\_\_\_\_  
 EMPLOYEE NUMBER: \_\_\_\_\_  
 EMPLOYEE NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

INCLUSIVE DATES OF LEAVE WITHOUT PAY: \_\_\_\_\_

REASONS: (Please check appropriate box)

LEAVE WITHOUT PAY	<input type="checkbox"/>
STUDY LEAVE WITHOUT PAY	<input type="checkbox"/>
ABSENT W/O OFFICIAL LEAVE	<input type="checkbox"/>
SUSPENSION	<input type="checkbox"/>
NON SUBMISSION OF DTR	<input type="checkbox"/>
OTHERS: _____	<input type="checkbox"/>

FOR THE MONTH OF: \_\_\_\_\_

PLEASE ATTACH HERewith THE FOLLOWING SUPPORTING DOCUMENTS

1. APPROVED APPLICATION OF LEAVE WITHOUT PAY (15 DAYS UP)
2. DULY SIGNED SUSPENSION PAPERS. (FOR REASON NO. 4)

Noted by:  
 \_\_\_\_\_  
 NIKKI C. CASTOR  
 Div. ARA In charge

Certified Correct:

ROSALINDA N. DIONIO  
 Administrative Officer

