



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

PSU FORM 109 Revised 2014

REQUEST FOR REINSTATEMENT

DIVISION NAME/CODE

STATION NAME:

STATION CODE:

EMPLOYEE NUMBER:

EMPLOYEE NAME:

DATE OF APPROVED REINSTATEMENT:

PLEASE ATTACHED HEREWITH THE FOLLOWING SUPPORTING DOCUMENTS:

1. ORIGINAL COPY OF REINSTATEMENT DULY APPROVED BY THE SUPERINTENDENT
2. SPECIAL ORDER/DIVISION ORDER SIGNED BY THE SUPERINTENDENT
3. APPROVED DUPLICATE COPY OF FORM 6 (FOR LEAVE WITHOUT PAY 1 MO. OR MORE)
4. CORRECTED FORM 7 IF REASON FOR THE INACTIVE STATUS IS NON SUBMISSION OF DTR
5. ATTACH UPDATED CERTIFIED XEROX COPY OF LEAVE CARD (For Extended LWOP)

Noted by:

NIKKI C. CASTOR

Div. ARA In charge

CERTIFIED CORRECT:

ROSALINDA N. DIONIO

Administrative Officer

PSU REMARKS:

