



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 112 Revised 2025

Date: _____

REQUEST FOR INACTIVE STATUS

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
SIGNATURE	
INCLUSIVE DATES OF LEAVE WITHOUT PAY:	

REASONS: (Please check appropriate box)

Leave without Pay	☐
Study Leave without Pay	☐
Absent without Official Leave	☐
Suspension	☐
Non-submission of DTR	☐

Others: _____

For the Month of: _____

Please attach herewith with the following supporting documents.

1. Approved Application of Leave without Pay (15 days up)
2. Duly Signed Suspension Paper. (For Suspension Reason)

Certified Correct:

ROSALINDA N. DIONIO
Administrative Officer V