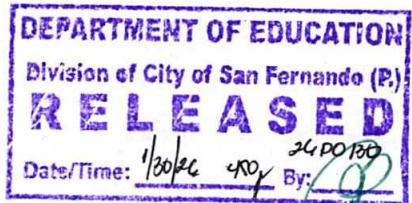




Republic of the Philippines
Department of Education
Region III
Schools Division City of San Fernando



January 30, 2026

MR. CHESTER V. DUNGCA

Administrative Officer II
Baliti Integrated School

Subject: Requirement to Explain Failure to Submit Leave Application Resulting in Salary Overpayment

Dear Mr. Dungca:

This Office has taken note of your failure to submit to the Personnel Unit the CSC Form No. 6 (Application for Leave) covering the Leave Without Pay (LWOP) of Ms. Diana Marie F. Guintu, Teacher, effective 16 June 2025, despite the submission of supporting documents relative to her intended leave.

As a direct consequence of the non-submission of the required leave application, Ms. Guintu continued to receive her monthly salary, resulting in an overpayment in the total amount of Two Hundred Ninety-Seven Thousand One Hundred Fifty-Seven Pesos and Fifty Centavos (₱297,157.50), which amount is now subject to refund, consistent with COA rules on the recovery of disallowed or erroneous payments.

Your attention is drawn to the following legal and administrative bases:

1. Section 2, Presidential Decree No. 1445 (Government Auditing Code of the Philippines), which mandates that government funds shall be used solely for lawful and authorized purposes, and that public officers entrusted with fiscal responsibilities shall ensure proper safeguards against irregular or erroneous disbursements;
2. CSC Memorandum Circular No. 41, s. 1998, and subsequent issuances, which require that all leaves of absence shall be properly applied for, approved, and recorded, and that failure to observe prescribed leave procedures may result in administrative accountability;
3. Rule 10, Section 46(B) of the Revised Rules on Administrative Cases in the Civil Service (RRACCS), which classifies neglect of duty and failure to perform official duties with due diligence as administrative offenses;
4. DepEd Order No. 49, s. 2006 and related issuances on personnel administration, which place upon school and administrative personnel the responsibility to ensure the timely and accurate submission of personnel transactions affecting compensation and benefits.



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Received
CNP
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In view of the foregoing, you are hereby directed to submit a written explanation within forty-eight (48) hours from receipt hereof, stating why no administrative or disciplinary action should be taken against you for your failure to submit the required leave documents, which omission resulted in the said salary overpayment.

Please be reminded that due process is being accorded, and that your explanation shall be evaluated on the basis of the facts, applicable laws, and attendant circumstances. For your strict compliance.

Very truly yours,

SHIRLEY ZIPAGAN PhD, CESO VI
Schools Division Superintendent