DEPARTMENT OF EDUCATION
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LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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LIGAO CITY DIVISION, LIGAO CITY

Office of the Schools Division Superintendent

January 5, 2026

10926022

DIVISION MEMORANDUM
No. 13, s. 2026

SUBMISSION OF THE SCHEDULE OF FORCED/MANDATORY LEAVE OF NON-TEACHING PERSONNEL FOR CY 2026.

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Public Elementary and Secondary Schools Heads
All Section/Units Head
All Others Concerned

1. Pursuant to Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of EO 292, Section 25, all School Heads, Functional Heads, and Unit/Section Heads are hereby advised to submit the schedule of Force/Mandatory Leave of all their Non-Teaching Personnel for FY 2026 using the attached template (Enclosure No. 1 : SCHEDULE OF FORCED/MANDATORY LEAVE FOR FY 2026) at Human Resource Management Office on or before January 31, 2026.

2. This is in accordance with the following provision:

(a) The head of agency shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave.

(b) The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

3. For information, guidance and compliance of all concerned.

NYMPHA D. GUEMO
Schools Division Superintendent

SCHEDULE OF FORCED/MANDATORY LEAVE FOR FY 2026

Name of School/Office

NAME	POSITION	SCHEDULED DATE				
		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5

Prepared by:

Recommending Approval:

School/Unit/Section Heads

Approved by:

NYMPHA D. GUEMO
Schools Division Superintendent