

Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

11325017

January 10, 2025

DIVISION MEMORANDUM

No. 09, s. 2025

SUBMISSION OF THE SCHEDULE OF FORCED/MANDATORY LEAVE OF NON-TEACHING PERSONNEL FOR CY 2025.

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 2025 using the attached template (Enclosure No. 1 : SCHEDULE OF FORCED/MANDATORY LEAVE FOR FY 2024) at Human Resource Management Office on or before January 31, 2024.

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. Likewise, be reminded that the application period of Compensatory Time Off, Sick, Vacation, Solo Parent, Forced/Mandatory and Special Privilege Leaves are the following:

Type of Leave	Application Period
Sick Leave (SL)	Shall be filed immediately upon the employee's return from such leave or in advance if will undergo medical examination or operation or advised to rest in view of



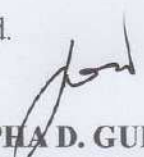
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	ill health (Exceeding five days shall be supported by medical certificate validated by the Medical Officer)
Special Privileges Leave (SPL)	Filed at least one (1) week prior to availment except on emergency cases
Vacation Leave (VL), Solo Parent Leave (SPL), Compensatory Time Off (CTO), and Forced/Mandatory Leave (FL)	Shall be filed at least five days prior to date of leave of absence
Other Types of Leave of Absence	Refer to the attached FORM 6 (Application for Leave) for Instructions and Requirements.

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


NYMPHA D. GUOMO
Schools Division Superintendent



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Enclosure 1:

SCHEDULE OF FORCED/MANDATORY LEAVE FOR FY 2025

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