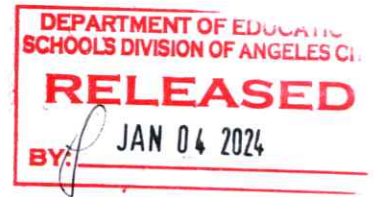




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



4 Jan. 2024

DIVISION MEMORANDUM
No. 006, s. 2024

SUBMISSION OF FY 2024 MANDATORY/FORCED LEAVE SCHEDULE

To : Assistant Schools Division Superintendent
SGOD Chief, CID OIC-Chief
Public Schools District Supervisors
Education Program Supervisors
Unit/Section Heads
School Heads of Public Elementary and Secondary Schools
Non-Teaching Personnel
All Others Concerned

1. In pursuant to Section 25 of the Omnibus Rules on Leave, all Schools and Division Units are requested to submit their signed, hard copy of Summary of their concerned personnel's Forced Leave Schedule **on or before January 15, 2024** at the Personnel Unit. The template maybe downloaded at <https://bit.ly/3NRNdyu>.
2. The forced/mandatory leave of five (5) working days annually shall be under the following conditions:
 - 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.
 - c. Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
 - d. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days, under Section 22 hereof, shall still be required to go on forced leave.



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Application of the scheduled forced leave shall be submitted at least five (5) days before effective date using the CSC Form No. 6, Revised 2020 (Annex B).

Similarly, disapproval of the five (5) days forced leave of concerned employee shall be recommended by the immediate supervisor/Division Chief and signed and approved by the head of the agency and shall be filed to the Personnel Unit at least five (5) days prior to the effective date.

In case of request for rescheduling of forced leave, the concerned employee shall submit a letter of request addressed to the head of the agency, copy furnish his/her immediate supervisor/Division Chief. Once approved, the CSC Form No. 6 Revised 2020 shall be submitted to the Personnel Unit for proper notation.

3. For information, wide dissemination and strict compliance.

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encls.: As stated

Reference: CSC Memo 41 s. 1998

To be indicated in the Perpetual Index under the following subjects:

Forced Leave

MCS/AOV/January 4, 2024

