



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

03 Jan 2025

DIVISION MEMORANDUM

No. **001** , s. 2025

SUBMISSION OF FORCED/MANDATORY LEAVE SCHEDULE OF NON-TEACHING
AND TEACHING-RELATED PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section and Unit Heads and Staff
Public Elementary and Secondary School Heads

1. With reference to Section 25 (a) of Rule XVI of Omnibus Rules on Leave, all officials and employees with 10 days or more vacation leave credits shall be required to go on vacation whether continuous or intermittent for a minimum of five (5) working days annually. The Head of Agency shall, upon prior consultation with the employees, prepare a staggered schedule of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled forced leave (FL).

2. In this regard, the Administrative Services Section – Personnel Unit requests all heads of functional divisions, sections, units, districts, and schools to discuss this matter with their respective employees and ensure that no personnel, including themselves, have the same FL schedule to maintain sufficient office manpower, especially during vacation and summer breaks. Please refer to the attached letter format for guidance.

3. The following office heads shall facilitate the submission of the request letter with duly accomplished and signed Applications for Leave (Civil Service Form No. 6, Revised 2020) to the Personnel Unit **on or before January 20, 2025**:

- a. CID Chief – all personnel under her supervision
- b. SGOD Chief – all personnel under her supervision
- c. Administrative Officer V – all personnel under the OSDS functional division
- d. District Heads – all School Heads, ALS Mobile Teachers, Guidance Counselors, Administrative Officers, Administrative Assistants, and other non-teaching positions under their supervision, including the Administrative Assistants assigned in secondary schools that are not classified as implementing units (IUs)
- e. School Heads of IUs – all Non-Teaching Personnel, Guidance Counselors, and other non-teaching personnel under their supervision



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4. The Personnel Unit staff shall forward the submitted documents to the Office of the Schools Division Superintendent for approval.
5. Please note that any changes to the scheduled FL must be filed at least five (5) working days before its original schedule. If changes are not made within this timeframe, the leave is considered consummated and cannot be withdrawn. Additionally, if there is a request for cancellation of FL due to exigency of service, the personnel concerned should submit a written request with duly accomplished and signed Form 6 to the Office of the Schools Division Superintendent. Once approved, a copy must be furnished to the Personnel Unit for filing.
6. For inquiries, contact Mr. Roel D. Balbareno at 09464061747.
7. Widest dissemination of and strict compliance with this Memorandum is directed.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: FL Schedule Template
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

LEAVE

RDB/OSDS-PU/DM – submission of forced/mandatory leave schedule
of non-teaching and teaching-related personnel
0001/02 January 2025

(Enclosure to Division Memorandum No. 001, s. 2025)

- Prescribed Office/School Header -

January __, 2025

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent
DepEd – Schools Division of Sarangani

Dear **SDS Estacio**:

Respectfully submitting to your good office, the forced leave schedule of the following employees for your kind consideration:

Name (Surname, First Name, Middle Initial)	Position	Section/Unit/School	Inclusive Dates of Forced Leave
Employee 1			
Employee 2			
Employee 3			
Employee 4			

Thank you.

Very truly yours,

Name and signature of Office Head

Approved:

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

-Prescribed Office/School Footer -