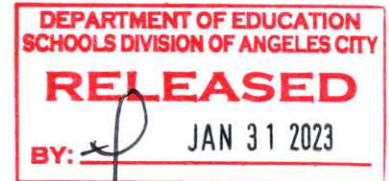




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



30 Jan. 2023

DIVISION MEMORANDUM
No. 033, s. 2023

SUBMISSION OF FY 2023 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 signed, hard copy of Summary of their concerned personnel's Forced Leave Schedule **on or before February 10, 2022** at the Personnel Unit. The template maybe downloaded at <https://bit.ly/3HyWdpB>.

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.



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4104
Email Address: angeles.city@deped.gov.ph





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

3. For information, wide dissemination and strict compliance.

I. Tamayo
MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent *IR*

Encls.: As stated

Reference: CSC Memo 41 s. 1998

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

Forced Leave

MCS/HRMO/January 30, 2023



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4104
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Republic of the Philippines
 Department of Education
 Region III
 Schools Division of Angeles City

SCHEDULE OF FORCED LEAVE FOR FISCAL YEAR 2023

SCHOOL NAME: _____
 DISTRICT: _____
 SCHOOL HEAD: _____

Omnibus Rules on Leave

SECTION 25. Five days forced/mandatory leave. – All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually 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."

Note: This form must be accomplished in consultation with the unit/team members. The unit head must ensure that the schedule is staggered to ensure continuous and uninterrupted service delivery. **Applied dates must be between January to December**, in cases that the applied date must be cancelled due to exigency of service, request for disapproval signed by the unit head shall be filed at least 5 days before the approved schedule/s; reason/s must be explicated in the field 7.B of the filed form 6 - any MOVs may also be attached.

NAME (Last Name First Name Middle Initial)	POSITION	DATES APPLIED (FL) (mm/dd/yyyy)	SIGNATURE	REMARKS
1				
2				
3				
4				
5				

Prepared by:

Recommending approval:

Approved:

School Head

MA. IRELYN P. TAMAYO, PhD, CESO V

Schools Division Superintendent



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

SCHEDULE OF FORCED LEAVE FOR FISCAL YEAR 2023

UNIT: _____

UNIT HEAD: _____

Omnibus Rules on Leave

SECTION 25. Five days forced/mandatory leave. – All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually 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."

Note: *This form must be accomplished in consultation with the unit/team members. The unit head must ensure that the schedule is staggered to ensure continuous and uninterrupted service delivery. **Applied dates must be between January to December**, in cases that the applied date must be cancelled due to exigency of service, request for disapproval signed by the unit head shall be filed at least 5 days before the approved schedule/s; reason/s must be explicated in the field 7.B of the filed form 6 - any MOVs may also be attached.*

NAME (Last Name First Name Middle Initial)	POSITION	DATES APPLIED (FL) (mm/dd/yyyy)	SIGNATURE	REMARKS
1				
2				
3				
4				
5				

Recommending Approval:

Unit Head

Approved:

MA. IRELYN P. TAMAYO, PhD, CESO V
 Schools Division Superintendent