



Republic of the Philippines  
Department of Education  
Region V – Bicol

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

16 November 2022

DIVISION MEMORANDUM  
No. 537 s. 2022

**SUBMISSION OF SCHEDULE FOR FORCED/MANDATORY LEAVE**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Section 25 of the Omnibus Rules on Leave, all officials and employees with ten (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 given 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 service by the head of agency/office, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
- c. Those with accumulated vacation leave of less than ten (10) days shall have option to go on forced leave or not.

2. To ensure uninterrupted delivery of service, division/unit/school heads are required to submit the schedule of five (5) forced/mandatory leave of employees in their respective offices together with three (3) copies application for leave of absence (Form 6) not later than November 24, 2022 at the SDO-Human Resource Management Office.

3. For information, guidance and compliance.

By Authority of the Schools Division Superintendent:

  
**MA. LUISA T. DELA ROSA**  
Asst. Schools Division Superintendent/OIC

Encls:  
As stated

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

EMPLOYEES      LEAVE      OFFICIALS

MBL/DM-Submission of Schedule for Forced/Mandatory Leave  
007/November 16, 2022

