



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City

DEP-ED - TABUK CITY
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Office of the Schools Division Superintendent

Division Memorandum
 No. 15,s. 2021

TO : All Division Heads
 All SDO Personnel
 All Public Elementary and Secondary School Heads
 All Non-Teaching and Teaching Related Personnel of IUs

DATE : January 6, 2021

SUBJECT : **SCHEDULE OF THE MANDATORY FIVE-DAY VACATION LEAVE OF OFFICIALS AND EMPLOYEES**

1. Pursuant to CSC Memorandum Circular No. 41, s. 1998 (Omnibus Rules on Leave) Section 25, "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".
2. Relative to this, the Office of the Schools Division Superintendent requires all School Heads and Division Unit Heads to submit a staggered schedule of their respective employees for CY 2021 on/or before January 22, 2021 following the template below:

School Name/Office: _____

Name of Personnel	Position	Schedule/Dates of Forced Leave

3. Schedule of leaves of personnel shall be distributed within the year as not to impede the continuous delivery of services in your respective offices.
4. Due to the exigency of service, Finance Unit must schedule their Mandatory/Forced Leave from January-November since their services are much in demand at the end of the year.
5. In addition to this, Rule XVI, Sec. 25 (b) The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where 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.
6. Immediate dissemination and compliance to this memorandum is required.

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