



Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**DIVISION MEMORANDUM**

No. 13, s. 2022

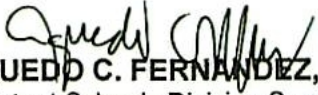
TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Administrative Officers  
School Heads  
ALS Teachers  
Non-Teaching Personnel  
Others Concerned

DATE: January 10, 2022

SUBJECT: **Submission of Preferred Schedule of Forced Leave for CY 2022**

Pursuant to Section 25 of the Civil Service Commission Memorandum Circular No. 41, s. 1998, all employees earning vacation-sick leave credits are required to submit their preferred schedule of forced leave for CY 2022 on or before January 14, 2022 by filing a form 6 at the HR unit, for processing.

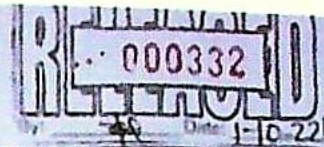
It is informed, however, that undersigned may cancel/disapprove previously scheduled forced leave in the exigency of the service.

  
**AGUEDO C. FERNANDEZ, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone No: (075) 615-2645 | 615-2649  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)





Office of the Regional Director

REGIONAL MEMORANDUM  
No. 020, s. 2022

**SUBMISSION OF THE FIVE (5)-DAY FORCED/  
MANDATORY LEAVE**

To: **All Schools Division Superintendents  
All Assistant Schools Division Superintendents**

1. Pursuant to Section 25 of the Civil Service Commission Memorandum Circular No. 41, s. 1998 on Omnibus Rules on Leave, which states that, "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 particularly, (a) The head of agency shall, upon prior consultation with the employees, prepared a staggered schedule of mandatory five day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave", all are mandated to submit preferred schedule of availment of the five (5)-day forced/ mandatory leave, whether continuous or intermittent for Calendar Year 2022, on or before **January 14, 2022** at the Administrative Division - Personnel Section.
2. It is reminded, however, that any scheduled forced/ mandatory leave may be cancelled by the Head of Agency in the exigency of service.
3. For information, guidance and strict compliance.

For the Regional Director

  
**RONALD B. CASTILLO**

Schools Division Superintendent  
Officer-In Charge, Office of the Assistant Regional Director

Encl.: None  
Reference: None

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



LEAVE

OFFICIALS

SCHEDULE

*Submission:*

*TO RD : 3rd level officials*

*TO AD : All no. teaching*

AD/RJLC/RM  
January 6, 2022