



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 06, s. 2022

**SCHEDULE OF ANNUAL LEAVE OF ABSENCES  
OF NON-TEACHING PERSONNEL FOR 2022**

TO: OIC – Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elem./Secondary Schools Administrators  
Non-Teaching Personnel  
Others Concerned

1. In order to have an objective, fair, and systematic monitoring of attendance for smooth delivery of services, all concerned employees are required to schedule their annual leave of absence/s (Five (5) Force Leave) using the template below.

No.	Name of Employee	Position Title	School/Unit	Schedule of Leave (mm/dd/yy)
1				
2				

Submitted by:  
PSDS/DIC/Unit Head


2. Schedule of force leave must be spread out over the year (January to December); hence, operations of every office will not be affected by the simultaneous force leave especially during the month of December.



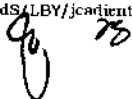
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07 JAN 2021

3. If changes in **schedules** of absences become imperative, the employee shall request the unit head or his/her immediate supervisor for the recommending approval of a new schedule of leave of absence.
4. All scheduled forced leave shall be strictly followed except when the scheduled leave is cancelled by this Office due to exigency of the service.
5. Moreover, personnel are reminded to comply with provisions on CSC MC No. 01 s. 2017 entitled "Reiteration of the Policy on Government Office Hours"; Section 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty During Regular Office Hours.
6. The schedule of annual leave of absence/s of employees shall be submitted to the office of the Administrative Officer V on or before January 17, 2022.
7. Immediate and strict compliance is hereby enjoined.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/NBR-JMA-MKP/AdS/LBY/jcadiente  
January 5, 2021





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