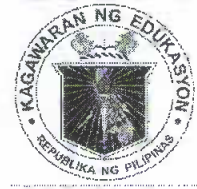




DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay
Contact Numbers: 813-2834, 22-4557
Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



January 3, 2014

DIVISION MEMORANDUM
No. 005 s. 2014

Deped-MALAYBALAY CITY
037
RELEASED
Date: 01/06/14 9:33 AM
J. DEL ROSA

SUBMISSION OF SCHEDULE OF MANDATORY FORCED LEAVE

TO : Promotional Staff
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Heads
All Others Concerned

FROM : 
EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. Pursuant to Section 9, Rule XVI, Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws, you are hereby directed to submit a schedule of the mandatory forced leave for CY 2014 on or before January 15, 2014 to the Office of the Schools Division Superintendent Attention: Division Administrative Officer using the enclosed suggested format.
2. Further, this Office requires the submission of the schedule in triplicate (3) copies for the Records Section, Administrative Section, and District/Secondary School file.
3. For the Division Office, the Records Section thru Mrs. Florabelle Porras will prepare the schedule of mandatory forced leave in coordination with the concerned Division Office Personnel.
4. For compliance.

Encl. As stated

Copy furnished:
Records Section



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay
 Contact Numbers: 813-2894 221-4597
 Email Address: deped.malaybalay@gmail.com; Official Website: www.depedmalaybalay.net



Office/District/Secondary School

SCHEDULE OF MANDATORY FORCED LEAVE FOR CY 2014

January	February	March	April	May	June

July	August	September	October	November	December

Prepared by:

Noted:

 Head of Office/District/Secondary School
 (Signature over Printed Name)

EDILBERTO L. OPLENARIA
 Schools Division Superintendent

Note: Please submit in triplicate (3) copies for the Records Section, Administrative Section, and District/Secondary School file.