



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



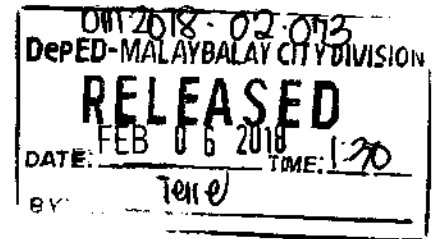
Sayre Highway Purok 6, Casisang, Malaybalay City
Telefax # 088-314-0094, E-mail add: www.depedmlyblycity@yahoo.com

DIVISION MEMORANDUM

No. 093, s. 2018

**TO: Chief Education Supervisors and Staff, CID and SGOD
School Heads (Elementary and Secondary)
Section/Unit Heads and Staff
All Others Concerned
This Division**

FROM: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



DATE: February 5, 2018

SUBJECT: SUBMISSION OF SCHEDULE OF MANDATORY FORCED LEAVE

1. Pursuant to Section 25, 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 2018 on or before February 15, 2018 to the Office of the Schools Division Superintendent, Attention: Guia Ma. G. Gamutin, Administrative Officer IV-Personnel using the enclosed suggested format.
2. Further, this Office requires the submission of the schedule in duplicate (2) copies for the Personnel Unit and District School File.
3. For the Division Office, the Personnel Unit thru Ms. Welrose A. Delos Reyes will prepare the schedule of Mandatory Forced Leave in coordination with the concerned Division Office.
4. For compliance.

Copy Furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE DIVISION WEBSITE

Wdr/ggg



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Office/District/Secondary School

SCHEDULE OF MANDATORY FORCED LEAVE FOR CY 2018

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

Prepared by:

Noted by:

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

EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent

Note: Please submit in duplicate (2) copies for the Personnel Unit and District School File.