



# DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

## DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

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2013 CI-0103

Deped-MALAYBALAY CITY DIVISION

RELEASED

### DIVISION MEMORANDUM

No. 007

s. 2012

Date: 1/10/13 Time: 9:08 am

By: [Signature]

TO : Education Program Supervisors-Designate and Division Coordinators-Designate  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
Section Heads and Staff

[Signature]  
FROM : EDILBERTO L. OPLENARIA  
OIC-Schools Division Superintendent

DATE : January 09, 2013

RE : Submission of Schedule of Mandatory Annual Forced Leave

1. Consistent to the provisions of 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 2013 on or before January 15, 2013 to this Office. Enclosed is a suggested format of the schedule.
2. For compliance.

Encl. As stated

Copy furnished:  
Records Section

**DEPARTMENT OF EDUCATION  
REGION X  
DIVISION OF MALAYBALAY CITY**

\_\_\_\_\_  
Office/District/Secondary School

**SCHEDULE OF MANDATORY FORCED LEAVE CY 2013**

| January | February | March | April | May | June |
|---------|----------|-------|-------|-----|------|
|         |          |       |       |     |      |

| July | August | September | October | November | December |
|------|--------|-----------|---------|----------|----------|
|      |        |           |         |          |          |

Prepared by:

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

Noted:

**EDILBERTO L. OPLENARIA**  
OIC-Schools Division Superintendent