



DEPARTMENT OF EDUCATION
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona St., City of Malaybalay



November 8, 2013

DIVISION MEMORANDUM

No. 718 s. 2013

103
Deped-MALAYBALAY CITY DIVISION
RELEASED
Date: 11/11/13 Time: 9:11 AM
By: [Signature]

To: The Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

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

SUBJECT: Notification of the Unused Forced Leave of Absence

Pursuant to Division Memo # 007 dated January 9, 2013 re: *Submission of Schedule of Mandatory Annual Forced Leaved*, it has been noted that some did not enjoy the earlier scheduled Forced leave of absence. It is advised that whenever there are unused Forced leave, the concerned employee shall send notification to the office of the Schools Division Superintendent and indicate therein the period within which he/she intends to enjoy the same prior to the application of leave.