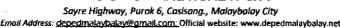
DEPARTMENT OF EDUCATION

Region X-Northern Mindanao







January 13, 2015

DIVISION MEMORANDUM

No. <u>009</u>

s. 2015

SUBMISSION OF SCHEDULE OF MANDATORY FORCED LEAVE

TO

: Education Program Supervisors Division Coordinators

Public Schools District Supervisors Elementary and Secondary School Heads

Section Heads

All Others Concerned

ped-MALAYBALAY CITY DIVISION
RELEASED
Te: 113/15 Time: 9:54 A

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 2015 on or before January 19, 2015 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



Sayre Highway, Purok 6, Casisang., Malaybalay City Email Address: <u>depedmalaybalay@gmail.com;</u> Official website: www.depedmalaybalay.net

Office/District/Secondary School	

SCHEDULE OF MANDATORY FORCED LEAVE FOR CY 2015

January	February	March	April	May	June
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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.