



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



January 13, 2015

DIVISION MEMORANDUM

No. 009 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

082
ed-MALAYBALAY CITY DIVISION
RELEASED
Date: 1/13/15 Time: 9:54 AM
Florabelle

FOR: 
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 Porrás 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



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Office/District/Secondary School

SCHEDULE OF MANDATORY FORCED LEAVE FOR CY 2015

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.