



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Hi-way, Casisang, Malaybalay City
Telefax # 088-314-0094
Website: <http://depedmalaybalay.net>



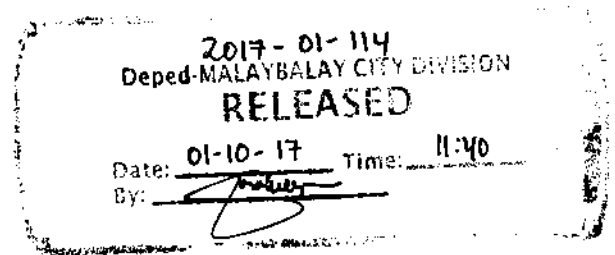
January 5, 2017

DIVISION MEMORANDUM
No. 013 s. 2017

SUBMISSION OF SCHEDULE OF MANDATORY FORCED LEAVE

TO: Chief Education Program Supervisor & Staff, CID
Chief Education Program Supervisor & Staff, SGOD
Elementary and Secondary School Heads
Section/Unit Heads and Staff
All Others Concerned
This Division

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



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 2017 on or before January 16, 2017 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 File.
3. For the Division Office, the Personnel Unit thru Ms. Keziah Fatima M. Un will prepare the schedule of Mandatory Forced Leave in coordination with the concerned Division Office Personnel.
4. For compliance.

Copy Furnished:

Personnel Unit
Records Unit

TO BE POSTED ON THE WEBSITE



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Office/District/Secondary School

SCHEDULE OF MANDATORY FORCED LEAVE FOR CY 2017

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 File.