




Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2024-01-05D  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
DATE: JAN 31 2024 Time: 3:08 PM  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 05D, s. 2024

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Heads  
All Others Concerned

**FROM:**  **ALIENA S. DAJAY** ✓  
Assistant Schools Division Superintendent  
Officer In Charge  
Office of the Schools Division Superintendent

**DATE:** January 26, 2024

**SUBJECT: SCHEDULE OF FORCED LEAVE FOR CALENDAR YEAR (CY) 2024**

1. This is to reiterate the provision on Forced Leave or Mandatory Leave of Absence under Section 25(a) of Rule XVI of the Omnibus Rules on Level which states that:

*"All officials and employee with 10 days or more vacation leave credits shall be required to go on vacation whether continuous or intermittent for a minimum of (5) working days annually under the following rules:*

*(a) The Head of the Agency shall, upon prior consultation with the employees, prepare a staggered schedule of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave."*

2. In this connection, employees who are entitled for Forced Leave shall be required to fill out this link <http://bit.ly/3TJBF48> until **February 15, 2024**. Hence, this will be one of the bases in processing of Forced Leave application. Entitled Personnel are encouraged to schedule their Forced Leave or Mandatory Leave of Absence during the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters of the year to avail and enjoy the said days.
3. For immediate and wide dissemination.

Copy furnished:

- Personnel
- Records

**TO BE POSTED ON THE WEBSITE**



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