



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 4, 2021

OFFICE MEMORANDUM

No. **002**, s. 2021

To: **All DepED Regional Office VIII Employees**

**SUBMISSION OF SCHEDULE OF FORCED LEAVE
AND SPECIAL PRIVILEGE LEAVE FOR CY 2021**

1. As part of the documents required in the sustainability of PRIME-HRM Accreditation Level II and to ensure proper scheduling of forced and special privilege leave, all regular employees of this Office are requested to submit their tentative schedules on the above-mentioned type of leaves using the attached template and submit the same to the Personnel Section on or before **January 15, 2021**.
2. Immediate compliance with this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO IV

Director IV



AD-PS-EDR



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