

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

January 11, 2023

OFFICE MEMORANDUM

No. 0 1 6 , s. 2023

To: All DepED Regional Office VIII Regular Employees

SUBMISSION OF SCHEDULE OF FORCED LEAVE AND SPECIAL PRIVILEGE LEAVE FOR CY 2023

- 1. 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 abovementioned type of leaves using the attached template and submit the same to the Personnel Section on or before **January 16, 2023.**
- 2. The template has also been shared through google sheet with the email address of each functional division/section/unit.
- 3. Immediate compliance with this Memorandum is desired.

EVELYN R. FETALVERO, CESO IV

Regional Director

AD-PS-EDR





Enclosure to Office Memorandum No. _______, s. 2023

2023 SCHEDULE OF MANDATORY/FORCED LEAVE AND SPECIAL LEAVE PRIVILEGE

IVISION/SECTION/UNIT:		
NAME	SCHEDULE	
	MANDATORY/FORCED LEAVE (5 days)	SPECIAL LEAVE PRIVILEG (3 days)
mitted by:	And the state of t	DEPARTMENT OF EDUCATION RECORDS SECTION, REGIONAL OFFICE NO. VIII.
f/Head of Division/Section/Unit		By: Date: 14 22