



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

January 3, 2024

OFFICE MEMORANDUM

AD-2024- 08

**SUBMISSION OF SCHEDULE OF FORCED LEAVE
AND SPECIAL PRIVILEGE LEAVE FOR CY 2024**

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

1. To ensure proper scheduling of forced and special privilege leaves, all permanent employees of this Office are requested to submit to the Personnel Section on or before **January 15, 2024** their tentative schedules on the aforementioned types of leave using the attached template.
2. The template may also be accessed through the link: **<https://rb.gy/v6cyff>**.
3. Immediate compliance with this Memorandum is desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated

Reference: PRIME-HRM Accreditation

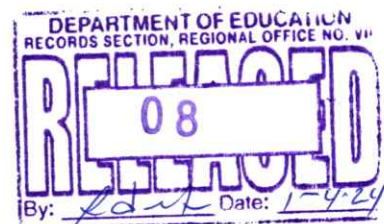
To be indicated in the Perpetual Index under the following subjects:

LEAVE

SCHEDULE

SUBMISSION

AD-PS-EDR



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