284

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

January 9, 2025

OFFICE MEMORANDUM
AD-2025- 031

SUBMISSION OF SCHEDULE OF FORCED LEAVE AND SPECIAL PRIVILEGE LEAVE FOR CY 2025

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 20, 2025** 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 III
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

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
RECEIVED
031
By: Date: 1-10-25

2025 SCHEDULE OF FORCED LEAVE (FL) AND SPECIAL PRIVILEGE LEAVE (SPL)		
NAME	**FORCED LEAVE (5 days)**	**SPECIAL PRIVILEGE LEAVE (3 days)**