



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

December 15, 2025

OFFICE MEMORANDUM

AD-2025- **616**

SUBMISSION OF SCHEDULE OF LEAVE FOR CALENDAR YEAR 2026

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

1. To ensure proper scheduling of forced, wellness, and special privilege leaves, all permanent employees of this Office are requested to submit to the Personnel Section on or before **January 2, 2026** 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.

RONALO AL K. FIRMO, CESO IV
Assistant Regional Director
Office-in-Charge
Office of the Regional Director



AD-PS-EDR

[illegible]

Chief of Division/Head Section/Unit