

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.

RONELO AL K. FIRMO, CESO IV

Assistant Regional Director Office-in-Charge Office of the Regional Director



AD-PS-EDR



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2026 SCHEDULE OF FORCED LEAVE (FL), WELLNESS LEAVE PRIVILEGE (WLP), AND SPECIAL PRIVILEGE LEAVE (SPL)

NAME	FORCED LEAVE (5 days)	WELLNESS PRIVILEGE LEAVE (3 days)	SPECIAL PRIVILEGE LEAVE (3 days)

Submitted by:

Chief of Division/Head Section/Unit



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