



Republic of the Philippines
Department of Education
REGION VII / CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

TO: Division Office Personnel
Public Elementary and Secondary School Head and Non-Teaching Personnel

FROM: **JOSEPH IRWIN A. LAGURA, PhD**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT: AVAILMENT FOR MANDATORY LEAVE OR FORCED LEAVE PRIVILEGE

DATE: September 14, 2020

I. Pursuant to **Section 25 of the Omnibus Rules on Leave** states that all government officials and employees with 10 days or more vacation leave credits shall have **five days (5) forced/mandatory leave** or shall be required to go on vacation leave whether **continuous or intermittent** for a minimum of **five (5) working days annually**.

II. The head of agency shall, upon prior consultation with the employee prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he may in the exigency of the service, cancel any previously scheduled leave.

III. The **mandatory annual five-day vacation leave** shall be **forfeited** if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

IV. Relative thereto, this Office reminds those concerned personnel to avail such privilege to avoid unnecessary forfeiture of the same before this year would end.

V. Early application to such mandatory leave or forced leave is encouraged to ensure effective and efficient leave processing.

VI. Immediate dissemination of this Memorandum is desired.

SDS/ASDS/ADMIN/AMT/mb



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