



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF BULACAN

January 4, 2022

DIVISION MEMORANDUM
 NO. 003 S. 2022

SCHEDULE OF FORCED LEAVE DURING THE CALENDAR YEAR 2022

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 Unit Heads
 Heads of Elementary and Secondary Schools
 All Others Concerned

1. Section 25, Rule XVI of the CSC Omnibus Rules on Leave posits the following on the five days forced/mandatory leave:

“All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

- a. The head of agency shall, upon prior consultation with the employees, prepare a staggered schedule of mandatory five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave.
- b. 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 by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
- c. Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
- d. Those who accumulated vacation leave of less than ten (10) days shall have the option to go forced leave or not. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days under Section 22 hereof, shall still be required to go on forced leave.





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2. Adhering to the required preparation of a staggered schedule of the mandatory five-day vacation leave, this Office directs all officials (ASDSs, Chiefs, EPSs, PSDSs, and Principals) and non-teaching permanent personnel to submit their schedule of forced leave for CY 2022. The link to the Google sheet where the schedules will be encoded is <https://docs.google.com/spreadsheets/d/1G51qfX8ededUbicPH3P481RVLk1G6dLC/edit?usp=sharing&ouid=116954434185539949004&rtpof=true&sd=true>.
3. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EDD CESO V
Schools Division Superintendent

/PERSONNEL



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