



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



August 24, 2026

DIVISION MEMORANDUM

No. 32, s. 2026

**ENCODING, UPDATING, AND SUBMISSION OF SDO BULACAN TEACHING
AND NON-TEACHING PERSONNEL LEAVE CREDITS**

To : Assistant Schools Division Superintendents
Public School District Supervisors Elementary and Secondary
School Heads/ OIC
SDO Personnel Unit
SDO ICT Unit
Administrative Officers handling HRMS
All Others Concerned

1. In line with this Office's continuing commitment to strengthen digital governance and streamline administrative processes across the Division, this Office announces the Encoding, Updating, and Submission of Teaching and Non-Teaching Personnel Leave Credits in the Human Resource Management System (HRMS).
2. All School HRMS Focal Persons are hereby directed to encode, update, and submit the leave credit forwarded balances of all teaching and non-teaching personnel under their respective schools. The forwarded balance shall be based on the leave cards maintained by the SDO Bulacan Personnel Section. For purposes of this Memorandum, the forwarded balance refers to the total accumulated leave credits earned by teaching and non-teaching personnel from the start of their government service up to the latest available record.
3. As reference, schools may download the official Leave Ledger Template through the HRMS. A guide on the completion of the Leave Ledger may also be accessed through the following link:
<https://tinyurl.com/BulacanLeaveLedgerGuide>



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: <https://bulacondaped.com.ph>
Email: bulacan@deped.gov.ph



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4. The accomplished Leave Ledger shall be uploaded through the following link: <https://tinyurl.com/BulacanLeaveLedger>. The deadline for submission is September 11, 2026 (Friday), at 12:00 noon.
5. For inquiries and clarifications, concerned personnel may contact the Division Information Technology Officer I through the MS Teams Helpdesk at: <https://tinyurl.com/ICTBulacanHelpDesk>. Support services shall be available from 3:00 PM to 5:00 PM, Monday to Friday.
6. Expenses incurred in the conduct of the Encoding, Updating, and Submission of Teaching and Non-Teaching Personnel Leave Credits in the HRMS, including transportation and meal expenses, shall be charged against local school funds, subject to the usual accounting and auditing rules and regulations.
7. This Memorandum shall serve as the travel authority of all the personnel concerned.
8. Immediate and wide dissemination of this Memorandum is hereby directed.


CECILIA E. VANDERAMA, PhD, CESO VI
Schools Division Superintendent