



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

24 MAR 2023

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 217, s. 2023

**SCHEDULE OF ANNUAL LEAVE OF ABSENCES
OF NON-TEACHING PERSONNEL FOR CY 2023**

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Non-Teaching Personnel
Others Concerned

1. In order to have an objective, fair, and systematic monitoring of attendance for smooth delivery of services, all concerned employees are required to schedule their annual leave of absence/s (Five (5) Forced Leave) using the template below.

No.	Name of Employee	Position Title	School/Unit	Schedule of Force Leave (mm/dd/yy)
1				
2				

Submitted by:
PSDS/DIC/Unit Head

2. Schedule of forced leave must be spread out over the year (January to December); hence, operations of every office will not be affected by the simultaneous forced leave especially during the month of December.



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3. All scheduled forced leave shall be strictly followed except when the scheduled leave is cancelled by this Office due to exigency of the service.
4. If changes in schedules of absences become imperative, the employee shall request the unit head or his/her immediate supervisor for the recommending approval of a new schedule of leave of absence.
5. Moreover, personnel are reminded to comply with provisions on CSC MC No. 01 s. 2017 entitled "Reiteration of the Policy on Government Office Hours"; Section 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty During Regular Office Hours.
6. The **duly signed** hard copy of the schedule of annual leave of absence/s of employees shall be submitted to the Human Resource Management Unit (c/o Ms. Arianne Montecino) on or before April 17, 2023.
7. Immediate and strict compliance is hereby enjoined.

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SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
3/24/23

SPP/NLR-JMA-MKP/AdS/LBY/HRMU/JAD/AM
March 23, 2023

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