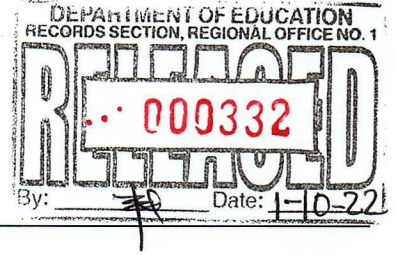




Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

REGIONAL MEMORANDUM
 No. 020, s. 2022

**SUBMISSION OF THE FIVE (5)-DAY FORCED/
 MANDATORY LEAVE**

To: **All Schools Division Superintendents**
All Assistant Schools Division Superintendents

1. Pursuant to Section 25 of the Civil Service Commission Memorandum Circular No. 41, s. 1998 on Omnibus Rules on Leave, which states that, "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 particularly, (a) The head of agency shall, upon prior consultation with the employees, prepared 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", all are mandated to submit preferred schedule of availment of the five (5)-day forced/ mandatory leave, whether continuous or intermittent for Calendar Year 2022, **on or before January 14, 2022** at the Administrative Division–Personnel Section.
2. It is reminded, however, that any scheduled forced/ mandatory leave may be cancelled by the Head of Agency in the exigency of service.
3. For information, guidance and strict compliance.

For the Regional Director:

RONALD B. CASTILLO
 Schools Division Superintendent
 Officer-In-Charge, Office of the Assistant Regional Director

Encl.: None
 Reference: None

To be indicated in the Perpetual Index
 Under the following subjects:

LEAVE

OFFICIALS

SCHEDULE



AD/RJLC/RM
 January 6, 2022

DepEd Region 1: Built on character; empowered by competence.



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