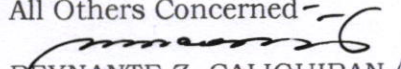




Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

**MEMORANDUM**

To: Assistant Schools Division Superintendent  
Chiefs, SGOD/CID  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
Unit Heads  
All Others Concerned

From:   
REYNANTE Z. CALIGUIRAN, *v.d.*  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Date: January 5, 2021

Subject: **SUBMISSION OF APPLICATION AND PLOTTING OF THE FIVE-DAY MANDATORY LEAVE OF ABSENCE AND SPECIAL PRIVILEGE LEAVE FOR CY 2021**

1. CSC MC No. 41, s. 1998 or the Omnibus Rules on Leaves provides among others thus:

**Sec. 25. 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 circumstances:

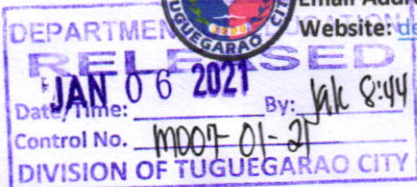
(a) The head of agency shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave.

X X X X

2. MC No. 3, s. 2012 or the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) has the Comprehensive HRM Assistance, Review, and Monitoring as one of its components.
3. One of the areas covered therein is the Human Resource Management Records Management which includes the management of Leave Records.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 844-7925; (078) 377-8805  
Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)  
Website: [depedtuguegarao.net](http://depedtuguegarao.net)



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4. This Office, in its pursuit to improve its HRM processes in accordance with the standards set by the PRIME-HRM, is streamlining the process involving the application and approval of forced/mandatory leaves.
5. In this regard, **all qualified officials and employees** are hereby instructed to submit **on or before February 1, 2021** to the Personnel Office their intention to avail of the forced/mandatory leave and special privilege leave and the corresponding days as to when they shall be spent.
6. Be it noted that the application for a forced/mandatory leave does not *ipso facto* result to its approval.
7. The head of office in the exercise of his sound discretion may disapprove any filed or applied, or cancel any previously scheduled or approved, forced/mandatory leaves.
8. For information, guidance, and compliance.



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