



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

No. 005, s. 2024

JAN 03 2024

**SUBMISSION OF SCHEDULE OF FORCED LEAVE FOR CY 2024**

**To:** All SDO Personnel  
Public Elementary, Junior, and Senior High school Heads  
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 41, s. 1998, the head of agency shall, after consulting with the employees, prepare a staggered schedule for the mandatory five-day vacation leave of officials and employees. However, in the exigency of the service, the head may cancel any previously scheduled leave.
2. In connection with this, ALL non-teaching and teaching related personnel entitled to the mandatory leave, whether school or SDO-based, are required to submit their proposed staggered schedule through the following link: **[bit.ly/Date\\_of\\_Forced\\_Mandatory\\_Leave](https://bit.ly/Date_of_Forced_Mandatory_Leave)** until January 5, 2024.
3. The final schedule of the approved mandatory/forced leave shall be released in a subsequent memorandum.
4. Immediate and wide dissemination of and compliance to this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Encl: As stated

References: CSC MC 41, s. 1998

To be included in the Perpetual Index  
Under the following:  
FORCED LEAVE  
EMPLOYEES