



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

JAN 22 2025

**DIVISION LETTER**  
No. 022, s. 2025

To: Public Schools District Supervisors  
Concerned School Heads  
All Others Concerned

In line with Sec. 25, Rule XVI, Leave of Absence, all officials and employees of the Schools Division Office of Bataan are required to submit a staggered schedule of five-day vacation mandatory/Forced leave on or before January 31, 2025.

As such, this will be the basis for approval or disapproval of the said forced leave. In case when the scheduled leave is not consumed it shall automatically be deducted from the total accumulated vacation leave for CY 2025. Further, if there is an exigency of the service, said leave will be disapproved provided that the Daily Time Record (DTR) and letter (justification) be submitted.

For immediate dissemination and strict compliance.

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

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