



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

December 5, 2025

DIVISION MEMORANDUM
NO. 554, s. 2025

**SUBMISSION OF STAGGERED SCHEDULE OF THE MANDATORY FIVE-DAY
FORCED LEAVE AND SPECIAL LEAVE PRIVILEGES OF OFFICIALS AND
EMPLOYEES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors and Specialists
Public Schools District Supervisors
Heads of SDO Functional Divisions/Sections/Units
Heads of Public Elementary, Junior and Senior High Schools
All Others Concerned

1. Pursuant to Section 21, Rule XVI of the Omnibus Rules on Leave, which provides as follows:

Section 21. Special Leave Privileges. In addition to the vacation, sick, maternity, and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

- (a) funeral/mourning leave
- (b) graduation leave
- (c) enrolment leave
- (d) wedding/anniversary leave
- (e) birthday leave
- (f) hospitalization leave
- (g) accident leave
- (h) relocation leave
- (i) government transaction leave
- (j) calamity leave

1) An official/employee may be granted a maximum of three (3) days within a calendar year for any special leave privilege or combination thereof which he/she chooses to avail;



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- 2) Such privileges shall be non-cumulative and non-commutative;
 - 3) The official/employee shall submit the application for the said special leave privileges for at least one (1) week prior to its availment, except in emergency cases; and
 - 4) Special leave privileges may be availed of when the occasion is personal to the official/employee or to his/her immediate family.
2. Further, **Section 25** of the same Omnibus Rules on Leave states:

Section 25. Five Days Forced/Mandatory Leave. All officials and employees with ten (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:

- (a) The head of agency shall, upon prior consultation with employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, if he/she may, in the exigency of the service, cancel any previously scheduled leave;
 - (b) The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, if the scheduled leave was cancelled due to exigency of the service by the head of agency, the leave not enjoyed shall no longer be deducted from the total accumulated vacation leave;
 - (c) Retirement or resignation during the year, without completing the calendar year, shall not result in the forfeiture of the corresponding leave credits if the concerned employees opted not to avail of the required five-day mandatory vacation leave; and
 - (d) Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with fifteen (15) days of accumulated vacation leave who availed of monetization for ten (10) days under Section 22 shall still be required to go on forced leave.
3. In view of the above, all School Heads, Head Teachers, SDO Personnel, and Permanent School-based Non-Teaching Personnel shall submit the staggered scheduled of their mandatory five-day forced leave and special privileges to this Office on or before **December 19, 2025**, through the Records Unit.



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4. The letter-request should be addressed to the Schools Division Superintendent for information and approval.
5. Immediate and wide dissemination of this Memorandum is enjoined.


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

Encl.: As Stated

References

Omnibus Rules on Leave

*To be Indicated in the Perpetual Index
Under the following subjects:*

*BENEFITS
LEAVE
PERSONNEL
POLICY
PRIVILEGES*

December 2, 2025