



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

December 26, 2024

DIVISION MEMORANDUM

No. 941, s. 2024

**SCHEDULING OF ANNUAL LEAVE OF ABSENCE OF
NON-TEACHING PERSONNEL FOR CY 2025**

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Non-Teaching Personnel
All Others Concerned

1. Omnibus Rules on Leave (CSC MC No. 41, s. 1998) Section 25 states that 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 the 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."

"(b) The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been canceled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave."

2. Anent to the foregoing and in order to have an objective, fair, and systematic monitoring of attendance for smooth delivery of services, all concerned employees are required to schedule their annual leave of absence (5-day Force Leave) through this link: <https://forms.office.com/r/Yy0VDpRxS4> **not later than January 10, 2025.**

3. Suppose changes in schedules of absences become imperative; the employee shall request in writing from the unit head or immediate supervisor to approve a new schedule of leave of absence. A copy of the approved request shall be submitted to the School AO II for school-based non-teaching personnel and Division HRMO for division personnel for records purposes.



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

4. School heads and unit heads are also directed to disseminate, orient, and implement this policy. It is to be emphasized that, as they have the primary jurisdiction over their staff, they shall monitor their subordinates' daily whereabouts and attendance.
5. Moreover, all personnel are reminded to comply with CSC MC No.01. s. 2017 entitled, "Reiteration of the Policy on Government Office Hours"; Section 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292; and The Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty During Regular Office Hours.
6. The School AOs II and Division HRMO II shall monitor the monthly attendance of the employees based on the printed and verified/validated/signed Daily Time Records (DTRs) or printed copy of the attendance log via Biometric Time Clock/Online. Further, they shall submit a report of attendance infractions to Administrative Officer V, if any, for appropriate action.
7. For information, dissemination, and strict compliance of all concerned.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

AOAS/12-74-24

000000044620

