



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

January 5, 2026

DIVISION MEMORANDUM
No. 006 , s. 2026

**SCHEDULING OF ANNUAL LEAVE OF ABSENCE OF
NON-TEACHING PERSONNEL FOR CY 2026**

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. In accordance with the Omnibus Rules on Leave (CSC MC No. 41, s. 1998), Section 25, all officials and employees with ten (10) days or more vacation leave credits are required to avail of a mandatory five (5)-day vacation leave (forced leave) every calendar year, whether taken continuously or intermittently.

2. The following guidelines are hereby reiterated:

"(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.**"*

3. To ensure proper monitoring of attendance and continuous delivery of services, all concerned non-teaching personnel are required to schedule their five-day forced leave by accomplishing the online form through this link: <https://forms.office.com/r/VqKh5rMPN2> **not later than January 16, 2026.**

4. Any change in the encoded leave schedule must be requested in writing, recommended for approval by the Unit Head or Immediate Supervisor, with final approval by the Head of Agency.



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A copy of the approved request shall be submitted to the School Administrative Officer II (AO II) for school-based personnel, or the Division HRMO for division-based personnel, for proper recording.

5. School Heads and Unit Heads are directed to disseminate, explain, and strictly implement this policy. As immediate supervisors, they are responsible for monitoring the attendance and daily whereabouts of their personnel.

6. 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.

7. The School AO II and Division HRMO II shall monitor employees' monthly attendance using printed and duly verified/signed Daily Time Records (DTRs) or printed attendance logs generated from biometric or online systems. Any attendance-related infractions shall be reported to the Administrative Officer V for appropriate action.

8. For information, dissemination, and strict compliance of all concerned.

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

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