



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 340 s, 2024

**REITERATING THE OMNIBUS RULES ON LEAVE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD & CID)  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Administrative Code of 1987 provides that officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay.
2. CSC Memorandum Circular No. 41, s. 1998 provides for the Amendments to the Omnibus Rules on Leave.
3. In line with these, this office reiterates the public policy that employees who are on leave should not be required to work.
4. Employees with approved leave should not be, in any way, disturbed on their leave periods.
5. However, in case of emergencies the employee may respond to the exigency of service.
6. Minimal tasks, such as locating or sending files, may be allowed provided that it does not become repetitive and disturbing.
7. Employees with approved leave incur no liability in not responding to unjustified work concerns. Liability arises to persons who shall, without valid reason, require work to an employee on leave.
8. Immediate dissemination of this Memorandum is desired.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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