

2503-229



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 179, s.2025

SUBMISSION OF FORCED LEAVE SCHEDULES FOR 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
Public School Heads
All Teaching and Non-Teaching Personnel

1. The Omnibus Rules on Leave or CSC MC No. 41, s. 1998 provides in Sec. 25 that All officials and employees with 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 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 cancelled 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.
 - c. Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
 - 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 accumulated vacation leave of 15 days who availed monetization for 10 days, under Section 22, shall still be required to go on forced leave.

2. In line with these, all division personnel are advised to schedule their forced leaves through the link: <https://bit.ly/DepEdViganForcedLeaves> or by scanning the QR Code:



3. For widest dissemination, information, and compliance.



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Schools Division Superintendent



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