



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 29, 2024

SCHOOLS DIVISION MEMORANDUM

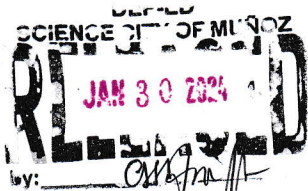
No. 035, s. 2024

SUBMISSION OF PROPOSED SCHEDULES OF FORCED LEAVE OF ABSENCE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
School Heads
Non-Teaching Personnel
All Others Concerned

1. For the continuous public service delivery and proper and systematic scheduling of Forced Leave of absence, all personnel entitled thereto are hereby directed to submit their respective proposed schedules for the use of the five (5) days Forced Leave of Absence for year 2024. It is expected that the said schedules be submitted to the Records Section on or before February 16, 2024 for consolidation and appropriate action.
2. For strict compliance.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent 



PMPM/ memorandum FL2024
/January 29, 2024