



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

February 14, 2024

**DIVISION MEMORANDUM**  
NO. 46, s. 2024

**APPLICATION OF MANDATORY ANNUAL FIVE-DAY VACATION LEAVE  
(FORCED LEAVE)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
Public Elementary and Secondary School Heads  
Non-teaching School Personnel  
All Others Concerned

1. Section 25 of Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws provides 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 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 of monetization for 10 days, under Section 22 hereof, shall still be required to go on forced leave.

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DM 31, s. 2019 E Rev. 01



☐ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur  
☎ 0981 630 0070  
✉ naga.city@deped.gov.ph



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2. For this office to refrain from delay/disruption of office transactions due to absence of personnel at the same time, all officials and permanent and casual non-teaching personnel are advised to submit their application for the mandatory five-day vacation leave for CY 2024 on or before March 1, 2024 and it is also requested that they plot their Forced Leave schedule using the link below:

<http://tiny.cc/SDONagaCityFLSched2024>

3. Final schedule of Mandatory Annual Five-day Vacation Leave (Forced Leave) for CY 2024 shall be prepared and issued for proper guidance and compliance of all concerned.

4. Immediate dissemination of this memorandum is desired.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

