



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

January 3, 2022

**OFFICE MEMORANDUM**

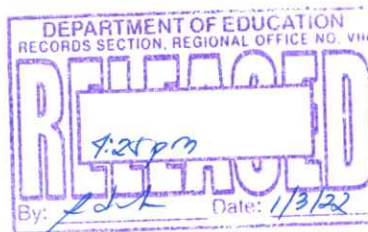
No. **003**, s. 2022

To: **All DepED Regional Office VIII Employees**

**SUBMISSION OF SCHEDULE OF FORCED LEAVE  
AND SPECIAL PRIVILEGE LEAVE FOR CY 2022**

1. As part of the documents required in the sustainability of PRIME-HRM Accreditation Level II and to ensure proper scheduling of forced and special privilege leave, all regular employees of this Office are requested to submit their tentative schedules on the above-mentioned type of leaves using the attached template and submit the same to the Personnel Section on or before **January 14, 2022**.
2. Immediate compliance with this Memorandum is desired.

*Er: rmm*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *Er*



AD-PS-EDR



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