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

January 11, 2023

OFFICE MEMORANDUM

No. **016**, s. 2023

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

**SUBMISSION OF SCHEDULE OF FORCED LEAVE
AND SPECIAL PRIVILEGE LEAVE FOR CY 2023**

1. 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 16, 2023**.
2. The template has also been shared through google sheet with the email address of each functional division/section/unit.
3. Immediate compliance with this Memorandum is desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

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