

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

January 9, 2025

AD-2025- 0 3 1

SUBMISSION OF SCHEDULE OF FORCED LEAVE AND SPECIAL PRIVILEGE LEAVE FOR CY 2025

To: All DepED Regional Office VIII Permanent Employees

- 1. To ensure proper scheduling of forced and special privilege leaves, all permanent employees of this Office are requested to submit to the Personnel Section on or before **January 20, 2025** their tentative schedules on the aforementioned types of leave using the attached template.
- 2. The template may also be accessed through the link: https://rb.gy/v6cyff.
- 3. Immediate compliance with this Memorandum is desired.

EVELYN R. FETALVERO, CESO III

Regional Director

Enclosure: As stated

Reference: PRIME-HRM Accreditation

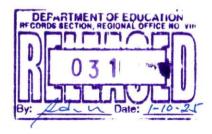
To be indicated in the Perpetual Index under the following subjects:

LEAVE

SCHEDULE

SUBMISSION

AD-PS-EDR









Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738 Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph



2025 SCHEDULE OF FORCED LEAVE (FL) AND SPECIAL PRIVILEGE LEAVE (SPL)

NAME	FORCED LEAVE (5 days)	SPECIAL PRIVILEGE LEAVE (3 days)





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