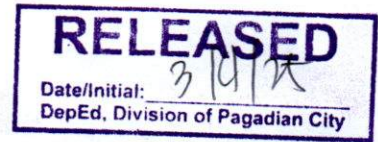




Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**



March 04, 2025

**OFFICE ORDER**

No. 15  
Series of 2025

**TO :** ALL NON-TEACHING PERSONNEL  
This Division

**FROM :** OFFICE OF THE SDS

**SUBJECT :** FIVE DAYS FORCED/MANDATORY LEAVE FOR CY 2025

Pursuant to Sec. 25. Five days forced/ mandatory leave of Civil Service Commission's Memorandum Circular no. 41, s. 1998, all officials and employees with ten (10) days or more vacation leave shall be required to go on vacation leave (forced leave) whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

- a) The head of the 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/she may, in the exigency of the service, cancel any previous schedule 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, 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 (5) 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 fifteen (15) days who availed of monetization for ten (10) days, under Section 221, shall still be required to go on forced leave.

Disapproval of the five (5) days forced leave of concerned official/ employee shall be recommended by the immediate supervisor, signed and approved by the



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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Schools Division Superintendent and shall immediately be submitted to the Human Resources Management Section.

In this regard, Division Chiefs and PSDS's are hereby required to schedule the five (5) days forced leave of non-teaching personnel under their supervision from **March 04 to December 31, 2025**, in order not to prejudice public service delivery. The attached sample template (Annex 'A') shall be submitted to the Human Resources Management Section not later than **March 12, 2025**, for proper notation.

Scheduled forced leave shall be filed five (5) days before the effective date using CSC Form No. 6, Revised 2020 (Annex 'B').

In case of request for the rescheduling of force leave, the concern employee shall submit a letter of request addressed to the Schools Division Superintendent thru the Division Chief or PSDS's. Once approved, CSC Form No. 6, Revised 2020 must be submitted to the Human Resource Management Section for proper action.

For your information and strict compliance.

  
**DANNY B. CORDOVA, EdD, CESO V**  
Schools Division Superintendent



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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'Annex 'A'

**SCHEDULE OF FIVE DAYS FORCED/MANDATORY LEAVE FOR CY 2025**

Division/Unit : \_\_\_\_\_  
 Division Chief : \_\_\_\_\_

Name of Employee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

Noted by:

\_\_\_\_\_  
 (Signature over printed name)

Approved by:

**DANNY B. CORDOVA, EDD, CESO V**  
 Schools Division Superintendent

