



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 4, 2021

DIVISION MEMORANDUM

No. 04, s. 2021

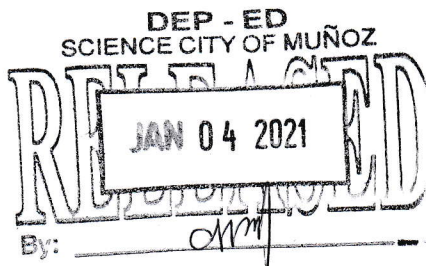
SUBMISSION OF SCHEDULES OF FORCED LEAVE OF ABSENCE

To: Chief Education Supervisors
Education Program Supervisors
Public School Heads
Schools and Division Non-Teaching Personnel
All Others Concerned

For the continuous public service delivery and for proper and systematic scheduling of Forced Leave of Absences, all personnel entitled thereto is hereby directed to submit their respective schedules for the use of the five (5) days Forced Leave of Absence for the year 2021. It is expected that the said schedules be submitted to the Records Unit on or before January 8, 2021.

For immediate compliance.

DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent



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Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
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