



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

February 8, 2022

**DIVISION MEMORANDUM**

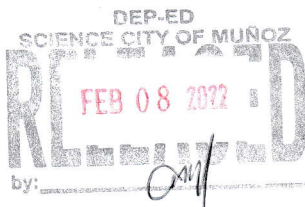
No. 90, s. 2022

**SUBMISSION OF SCHEDULES OF FORCED LEAVE OF ABSENCE**

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

1. For the continuous public service delivery and for proper and systematic scheduling of Forced Leave of absence, 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 2022. It is expected that the said schedules be submitted to the Records Unit on or before February 28, 2022.
2. For strict compliance.

**DANTE G. PARUNGAO, CESO VI**  
Schools Division Superintendent



Jabn/hrmo



*Loyal, Excellent, Accountable and Dedicated to Service*

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