



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

April 13, 2023


SCHOOLS DIVISION MEMORANDUM

No. 178, s. 2023

SUBMISSION OF PROPOSED SCHEDULES OF FORCED LEAVE OF ABSENCE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
School Heads
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 are hereby directed to submit their respective proposed schedules for the use of the five (5) days Forced Leave of Absence for year 2023. It is expected that the said schedules be submitted to the Records Section on or before April 21, 2023 for consolidation and appropriate action.
2. For strict compliance.


JOHANNA N. GERVACIO, PhD, CESO V
Schools Division Superintendent 