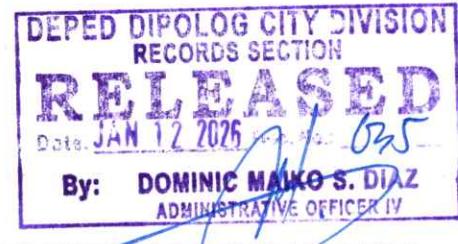




Republic of the Philippines
Department of Education
Region IX - Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



January 09, 2026

DIVISION MEMORANDUM

No. 025, s. 2026

**REITERATION OF MANDATORY FIVE-DAY
VACATION LEAVE AND SUBMISSION OF LEAVE SCHEDULE**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
ALL DIVISION SECTION/UNIT HEADS
ALL DIVISION OFFICE PERSONNEL
ALL SCHOOL HEADS/ADMINISTRATORS
ALL SCHOOL TEACHING AND NON-TEACHING PERSONNEL
All Others Concerned
This Division

1. In line with the provisions of Section 25, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 292, as amended by CSC Memorandum Circular No. 41, s. 1998, this Office reminds all officials and employees of their obligation to observe the mandatory five-day vacation leave requirement.
2. The Civil Service Commission mandates that all government personnel who have accumulated ten (10) or more vacation leave credits shall take a minimum of five (5) working days of vacation leave each year, either continuously or intermittently. This policy aims to promote employee well-being and ensure proper utilization of leave benefits. Heads of offices are tasked to prepare staggered schedules for these mandatory leaves, considering the exigencies of the service. It is important to note that failure to avail of the mandatory leave within the calendar year will result in its forfeiture, except when cancellation is due to service exigency.
3. To facilitate proper scheduling and avoid disruption of office operations, all concerned personnel are directed to **submit their planned mandatory leave schedule for Calendar Year 2026** to the Administrative Services – Personnel Section on or before **January 31, 2026**. This will allow the Office to prepare a consolidated schedule and ensure continuous service delivery.
4. Immediate dissemination of this Memorandum is highly desired.

fr:

MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: none

Reference: as stated

To be indicated in the Perpetual Index

under the following subjects:

Leave Administration
Personnel Welfare

Mandatory Leave
Civil Service Rules

ADC/20260109-DM-Mandatory-Leave
January 09, 2026