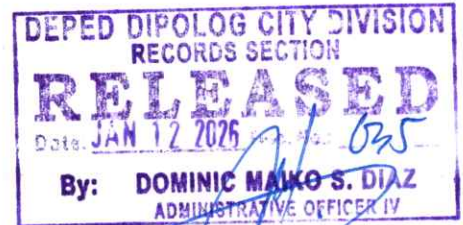




Republic of the Philippines  
Department of Education  
Region IX – Zamboanga Peninsula  
SCHOOLS DIVISION OF DIPOLOG CITY



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.

for:

**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



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