



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

January 7, 2026

DIVISION MEMORANDUM
No. 005, s. 2026

**SUBMISSION OF SCHEDULE OF FORCED LEAVE AND SPECIAL PRIVILEGE
LEAVE FOR CALENDAR YEAR 2026**

To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
OSDS Unit and Section Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elem. and Sec. School Heads
All Others Concerned
This Division

1. In compliance with the CSC PRIME-HRM or the Program to Institutionalize Meritocracy and Excellence in Human Resource Management, this Office shall come up with an Agency staggered schedule of mandatory five-day (vacation) forced leave and special privilege leave.
2. All Division Office Personnel, Related-Teaching and Non-Teaching Personnel in the Elementary and Secondary Schools and District are advised to fill up and submit the google form which can be accessed thru this link: <https://bit.ly/ScheduleofFLandSPL> on or before **January 31, 2026**.
3. The objective of the staggered schedule is to arrange the availment of forced leave and special privilege leave so as not to hamper the delivery of services during leave of absence of personnel.
4. The functional Division Chiefs, Unit/Section Heads and Public Schools District Supervisors/School Heads are advised to review and ensure proper scheduling of forced leave and special privilege leave of their respective personnel.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.




ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent

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