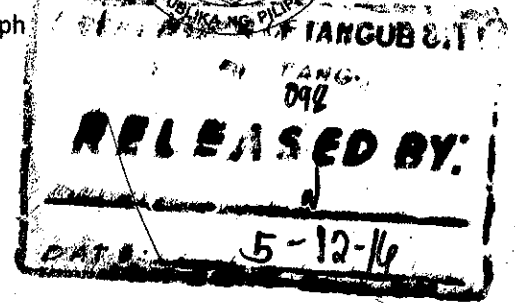


Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF TANGUB CITY  
Anecito Siete St., Tangub City  
Telefax: (088) 395-3372  
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**DIVISION MEMORANDUM**  
NO. 94, s. 2016

**TO :** Non- Teaching Personnel  
Principals, Head Teachers  
Both Elementary and Secondary  
This Division

**FROM :** VICTORIA V. GAZO, Ph.D., CESO V  
Schools Division Superintendent

**SUBJECT:** SUBMISSION OF SCHEDULE FOR FORCED LEAVE

**DATE :** May 12, 2016

1. This office is preparing a schedule of leave for all officials & employees who are entitled to forced /mandatory leave to ensure efficient delivery of services in the Division.
2. In this connection, all concern are required to submit schedule / plan of the desired dates for force leave application.
3. Approval of force leave will be based on the schedule submitted to this office. Deadline for submission will be on May 20, 2016.
4. Immediate dissemination and strict compliance of this memorandum is directed.

VVG/drd 5-12-16