



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIOCITY**  
# 82 Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



Division Memorandum  
No. 60 S. 2016

**DEP-ED** DIVISION OF  
BAGUIO CITY  
FEB 09 2016  
**RELEASED**

To: Chief, Schools Governance Operation Division  
Chief, Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
Non Teaching Personnel  
All Others Concerned

From: FRANCIS CESAR B. BRINGAS, CESO VI  
Schools Division Superintendent 

Subject: Scheduling of Forced Leaved

Date: February 9, 2016

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1. All concerned are requested to coordinate with the DepEd Division Office Personnel Section with regard to the scheduling of their forced leave for the following reasons;
    - a) The "scheduled forced leave" is intended to ensure that the normal flow of work in the field and in the Division Office will not be adversely affected.
    - b) It is meant to limit the number of those who are intending to file their forced leave during Christmas Vacation because of the exigency of the service.
  2. Immediate dissemination and compliance of this Memorandum is desired.