



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 004 s. 2026

TO: Asst. Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Division Personnel
All Others Concerned

FROM: **MARGARITO A. CADAYONA, JR. PhD CESO VI**
Schools Division Superintendent

DATE: January 8, 2025

SUBJECT: **SUBMISSION OF TENTATIVE SCHEDULE OF FORCED LEAVE,
SPECIAL PRIVILEGE LEAVE AND WELLNESS LEAVE FOR CY
2026**



1. To ensure the continuity of public service and the maintenance of a skeleton workforce at all times, all personnel shall strictly comply with the proper scheduling of Forced Leave, Special Privilege Leave, and Wellness Leave, in accordance with existing Civil Service Commission (CSC) guidelines.
2. All permanent SDO are requested to submit to the Personnel Section on or before January 16, 2026 their tentative schedules on the aforementioned types of leave using the attached template.
3. The availment of these leaves shall be subject to prior approval and must not prejudice the exigencies of the service. Proposed/tentative leave schedules may be adjusted or rescheduled as necessary to meet operational requirements. Leave shall be considered effective only upon the filing and approval of CSC Form No. 6.
4. Concerned supervisors and division heads shall ensure the staggered scheduling of leave among staff to prevent disruption of office operations and to maintain adequate workforce coverage.
5. Immediate dissemination of and strict compliance with this Memorandum are directed.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>



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Proposed Schedule of Forced Leave, Special Privilege and Wellness Leave 2026 of SDO Personnel

| NAME | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|------------------------------|----------|-----------------------|----------------------------|-------------------------|
| SDS | | | | |
| 1 Cadayona, Margarito Jr. A. | SDS | | | |



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|-------------|----------------------|------------|-----------------------|----------------------------|-------------------------|
| ASDS | | | | | |
| 2 | Drilon, Christie N. | ADA-VI | | | |
| 3 | Dulfo, Jun-Nilou D. | OIC - ASDS | | | |
| 4 | Serrato, Edgardo Jr. | ADA-VI | | | |



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| NAME | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|-------------------|--------------|-----------------------|----------------------------|-------------------------|
| Legal | | | | |
| 5 Aguado, Rhea P. | Attorney III | | | |



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|------|-----------------------|----------|-----------------------|----------------------------|-------------------------|
| ITO | | | | | |
| 6 | Ballon, Gary H. | ITO | | | |
| 7 | Ortega, Dixel Idol R. | ADAS-III | | | |



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| NAME | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|----------------------|--------------------|-----------------------|----------------------------|-------------------------|
| ADMIN SECTION | | | | |
| 8 | Joriza, Benigna M. | ADA-I | | |
| 9 | Pagunsan, Grace S. | AO-V - Admin | | |



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| NAME | | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|------------------|-------------------------------|----------|-----------------------|----------------------------|-------------------------|
| PERSONNEL | | | | | |
| 10 | Babon, Jose Don P. | ADAS-III | | | |
| 11 | Bagallon, Edna G. | ADAS-III | | | |
| 12 | Campillo-Alvarez, Jennifer M. | AO-IV | | | |
| 13 | Esco, Marinelle | ADAS-II | | | |
| 14 | Lim, Loi Byron Evan | ADAS-II | | | |
| 15 | Lomoljo, Mary Ann | ADAS-II | | | |
| 16 | Payos, Rowena | ADAS-II | | | |
| 17 | Romaces, Aime | ADAS-II | | | |



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|----------------|----------------------------|----------|-----------------------|----------------------------|-------------------------|
| PAYROLL | | | | | |
| 18 | Cabral, Joseph Jules S. | ADAS-II | | | |
| 19 | Camarines, Narita Karla R. | ADAS-III | | | |
| 20 | Panoy, Jay-Ar John O. | AO-II | | | |
| 21 | Posto, Ma. Lourdes A. | ADAS-III | | | |
| 22 | Sajetarios, Cherryl | ADAS-III | | | |
| 23 | Tizon, Rosalyn V. | ADAS-III | | | |



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| NAME | | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|-------------|--------------------------|----------|-----------------------|----------------------------|-------------------------|
| CASH | | | | | |
| 24 | Candaza, Suzette P. | AO-IV | | | |
| 25 | Diaz, Paul Joseph C. | ADAS-II | | | |
| 26 | Doropan, Ma. Rosita L. | ADAS-II | | | |
| 27 | Esquierdo, Ma. Carmen C. | ADA-VI | | | |
| 28 | Lentejas, Ivy M. | AO-II | | | |



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| NAME | | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|---------------|----------------------|----------|-----------------------|----------------------------|-------------------------|
| SUPPLY | | | | | |
| 29 | Baloca, Sarah Kay S. | ADAS-II | | | |
| 30 | Leopardas, Glenda T. | ADA-VI | | | |
| 31 | Nabual, Gennerson T. | AO-IV | | | |



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| NAME | | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|----------------|--------------------------|----------|-----------------------|----------------------------|-------------------------|
| RECORDS | | | | | |
| 32 | Antonio, Maria Angela B. | AO-IV | | | |
| 33 | Drilon, Alvin H. | ADA-VI | | | |
| 34 | Pagunsan, Rio Francis A. | ADA-IV | | | |



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| NAME | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|-------------------------|----------|-----------------------|----------------------------|-------------------------|
| GENERAL SERVICES | | | | |
| 35 Ortiz, Renato | ADA-I | | | |
| 36 Ostulano, Adelito D. | ADA-I | | | |



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| NAME | | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|------------------------|------------------------------|----------------|-----------------------|----------------------------|-------------------------|
| FINANCE SECTION | | | | | |
| 37 | Albelda, Glendo N | ADAS-III | | | |
| 38 | Aniban, Dell Christine | AO-II | | | |
| 39 | Anquilan, Ma. Lenie C. | ADAS-III | | | |
| 40 | Belizar, Rivero A. | ADAS-III | | | |
| 41 | Bongoyan, Maribel | ADAS-III | | | |
| 42 | Cano, Shiela Marie M. | ADAS-III | | | |
| 43 | Comilang, Jonelyn B. | ADAS-III | | | |
| 44 | Dionisio, Abegail P. | AO-II | | | |
| 45 | Gonzalbo, Sharon M. | AO-II | | | |
| 46 | Gacola, Jun Carlo D. | ADAS-III | | | |
| 47 | Hermosa, Annabelle B. | ADAS-III | | | |
| 48 | Lacaba, Sheryll Ann Marie G. | Accountant III | | | |
| 49 | Mancol, Vincent V. | ADAS-III | | | |
| 50 | Ortiz, Lytton A. | AO-II | | | |



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| NAME | | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|-----------------------|--------------------------------|----------|-----------------------|----------------------------|-------------------------|
| 51 | Ostulano, Jonel | ADAS-III | | | |
| 52 | Pacheco, Ma. Kristine B. | ADAS-III | | | |
| 53 | Portura, Glenn | ADAS-III | | | |
| 54 | Prudenciado, Therence James D. | AO-II | | | |
| 55 | Roa, Christine May | ADAS-III | | | |
| 56 | Ygbuhay, Roy A. | ADAS-III | | | |
| BUDGET SECTION | | | | | |



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"For the wellness leave, it is suggested that the schedule be on mid or latter part of the year considering that the office is still waiting for the memorandum circular from CSC.

Proposed Schedule of Forcated Leave, Special Privilege and Wellness Leave 2026 of SDO Personnel

| NAME | Position | Forcated Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|----------------------------------|---------------|-------------------------|----------------------------|-------------------------|
| BUDGET SECTION | | | | |
| 57 Amatador Elias A. | PDCH-I | | | |
| 58 Cales Esteban Jr. A. | AG-II | | | |
| 59 Monteriza Judith A. | AG-II | | | |
| 60 Guinnes Marzen M. | AGAS-I | | | |
| 61 Vartires Sunshine Marjorie E. | AG-V - Budget | | | |



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| | NAME | Position | Forced Leave (5 days) | Special Privilege (3 days) | Wellness Leave (5 days) |
|-----|------------------------|-----------|-----------------------|----------------------------|-------------------------|
| CID | | | | | |
| 62 | Aboganda, Rina M. | EPS-II | | | |
| 63 | Arnejo, Leah G. | EPS-II | | | |
| 64 | Bello, Nelson R. | EPS | | | |
| 65 | Bongoyan, Benchie | ADAS-II | | | |
| 66 | Cagomoc, Renato Jr. S. | CID-Chief | | | |
| 67 | Cano, Ricky S. | EPS | | | |
| 68 | Gallardo, Josephine L. | MT-I | | | |
| 69 | Garcia, Mercedita S. | EPS | | | |
| 70 | Jaraba, Arnold M. | EPS | | | |
| 71 | Lim, Joshua Sherwin T. | EPS | | | |
| 72 | Longcop, Beverly C. | Lib. II | | | |
| 73 | Matan, Lourdes L. | EPS | | | |
| 74 | Obong, Greggy Bec | ADA-VI | | | |
| 75 | Ortiz, Lillibeth G. | PDO-II | | | |



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|------|------------------|----------|-----------------------|----------------------------|-------------------------|
| 76 | Purcia, Erwin L. | EPS | | | |
| 77 | Sagayap, Noel E | EPS | | | |
| 78 | Saldana, Joy B. | EPS | | | |
| 79 | Senolos, Cone B. | MT-I | | | |



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|-------------|---------------------------|------------|-----------------------|----------------------------|-------------------------|
| SGOD | | | | | |
| 80 | Advincula, Marian C. | PDO-I | | | |
| 81 | Bachar, Asther E. | EPS-II | | | |
| 82 | Balza, Sharon D. | EPS-II | | | |
| 83 | Billate, Oscar Jr. D. | EPS | | | |
| 84 | Cabadsan, Carren Meryl A. | SEPS | | | |
| 85 | De Veyra, Jordan | Engr. III | | | |
| 86 | Doroja, Eric D. | PDO-II | | | |
| 87 | Mendoza, Ma. Marlie M. | PO | | | |
| 88 | Montances, Lyrian L. | Engr. - JO | | | |
| 89 | Panela, Galina V. | SEPS | | | |
| 90 | Portura, Joanna Lou V. | PDO-II | | | |
| 91 | Rivera, Rosalia M. | SEPS | | | |
| 92 | Senolos, Marita P. | SEPS | | | |
| 93 | Tomale, Peter John B. | COS | | | |



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|------|-------------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 94 | Tupa, Avelina P. | EPS - SGOD Chief Des. | | | |
| 95 | Ygrubay, Robert Anthony | MT-II | | | |



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|----------------|------------------------|-----------------|-----------------------|----------------------------|-------------------------|
| MEDICAL | | | | | |
| 96 | Catalan, Arlene C. | Medical Officer | | | |
| 97 | Dollado, Nikki Ivy S. | Nurse II | | | |
| 98 | Lapara, Patria G. | Nurse II | | | |
| 99 | Monteron, Sophia C. | Nurse II | | | |
| 100 | Nuevo, Adrian Marie C. | Nurse II | | | |
| 101 | Ortiz, Ma. Bella B. | Nurse II | | | |
| 102 | Queroljico, Susana S. | Dentist II | | | |
| 103 | Señora, Ma. Benjie B. | Nurse II | | | |