



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.



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

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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Legal					
5	Aguado, Rhea P.	Attorney III			



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



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ADMIN SECTION					
8	Joriza, Benigna M.	ADA-I			
9	Pagunsan, Grace S.	AO-V - Admin			



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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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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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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	Gacula, 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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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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BUDGET SECTION					
57	Amatores, Eileen A.	PCO-I			
58	Carlo, Edilberto Jr. A.	AO-II			
59	Mendoza, Ruth A.	AO-II			
60	Guinones, Mageth M.	ASAS-I			
61	Venturas, Sunshine Marjorie E.	AO-IV - Budget			



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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, Greggry 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, Corie 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			