



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

February 20, 2026

DIVISION MEMORANDUM
No. 090, s. 2026

**ADVANCE FILING OF VACATION/FORCED LEAVE, SPECIAL PRIVILEGE LEAVE,
WELLNESS LEAVE, AND COMPENSATORY TIME-OFF**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary & Secondary)
Teaching and Non-Teaching Personnel
All Others Concerned

1. To ensure continuous and efficient delivery of services and proper workforce planning, all teaching and non-teaching personnel are hereby directed to file applications for **Vacation Leave (VL), Special Privilege Leave (SPL), Wellness Leave, and Compensatory Time-Off (CTO)** at least **one (1) week or five (5) working days** prior to the intended date of leave.
2. Leave applications shall be filed using the prescribed Civil Service Form No. 6 or the official leave management system and must be recommended by the immediate supervisor and approved by the authorized approving authority prior to availment. Personnel are likewise expected to ensure proper turnover of duties to avoid disruption of office and school operations. Requests filed beyond the required period shall only be allowed in cases of emergency or unforeseen circumstances, subject to justification and approval, and in consideration of the exigency of the service.
3. The availment of CTO shall be subject to the availability of earned credits and existing CSC-DBM guidelines. The grant of SPL and Wellness Leave shall likewise be subject to office or school exigencies. This issuance is anchored on the **Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended), CSC MC No. 6, s. 2012, CSC-DBM Joint Circular No. 2, s. 2004**, and DepEd policies on employee well-being under **DepEd Order No. 02, s. 2026 (Guidelines on the Grant of Wellness Leave)** and related wellness initiatives.
4. This Memorandum shall take effect immediately upon issuance.
5. For strict compliance.



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

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