



DepEd - Division of Catanduanes  
RECORDS SECTION

**RELEASED**

BY: \_\_\_\_\_ No: 032  
DATE: 20 JAN 2025 TIME: 5:50

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

January 20, 2025

**DIVISION MEMORANDUM**  
No. 032 s. 2025

**SUBMISSION OF THE SCHEDULE OF AVAILMENT OF  
MANDATORY FORCED LEAVE (MFL)**

TO : Assistant Schools Division Superintendent  
SGOD & CID Chiefs and Personnel  
OSDS Heads and Personnel  
Elementary & Secondary School Heads/OICs  
School-based Teaching & Non-Teaching Personnel

1. In the best interest of the service, all heads of offices (Division Chiefs, Unit/Section/School Heads) are advised to submit the schedule of availment of MFL of their respective personnel following the template below and email the signed clear copy to [personnel.ctd@deped.gov.ph](mailto:personnel.ctd@deped.gov.ph) not later than January 30, 2025.


School/Office: \_\_\_\_\_  
District: \_\_\_\_\_

NAME	POSITION TITLE	DATE OF AVAILMENT	REMARKS

Prepared by: \_\_\_\_\_  
(Division Chief, Unit/Section/School Head)

2. It must be emphasized that the submission of schedule of availment of the MFL does not automatically mean approval of the same. Approval of the application for leave (CSC Form 6) is still required, prior to the availment of such leave.

3. For information, guidance, and strict compliance.

  
**CECILE C. FERRO CESO VI**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent