



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF ESCALANTE CITY

DIVISION MEMORANDUM

No. 257, s. 2025

April 25, 2025

DEPED
SDO-ESCALANTE

24 APR 2025

RELEASED

**MEMORANDUM EMPHASIZING SCHOOL HEADS PRESENCE IN SCHOOL
DURING SCHOOL BREAK**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Education Program Supervisors
SDO Unit Heads
Public Elementary/Secondary School Heads /TICs/OICs

1. This office reminds all **SCHOOL HEADS & TICs** availing of vacation and sick leave benefits to report in their respective schools during the **SUMMER BREAK**.
2. It is emphasized in DepEd Order No. 9, s. 2024, **Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025** as Amended by DepEd Order No. 9, s. 2025, Paragraph 4, b. "To ensure the continuous and effective management of schools during the school break, school heads are excluded from the coverage of item no.31 as they are entitled to vacation and sick leave credits during the said period".
3. Should they have official travel, vacation or sick leave, they must prepare authority to travel or Form 6 signed by the Schools Division Superintendent.
2. Immediate dissemination and compliance of this Memorandum are desired.

PETER J. GALIMBA
OIC- Schools Division Superintendent

Reference:
Enclosure: as stated
Allotment:
To be indicated in the Perpetual Index under the following subjects

ASDS/ 04-25-2025



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