



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



DIVISION MEMORANDUM

No. 260 s. 2025

“EXCLUSION OF SCHOOL HEADS & NON-TEACHING PERSONNEL FROM THE 60-DAY VACATION PRIVILEGE”

TO: Public Elementary and Secondary School Heads
School Non-teaching personnel
All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2025 and its latest Amendment, this is to formally inform all concerned that school heads and non-teaching personnel are hereby excluded from the 60-day vacation period granted to teachers and learners. Under the amended provision, only teaching personnel and learners are entitled to the 60-day vacation. School heads and non-teaching personnel who bear administrative and operational responsibilities in the school are expected to continue reporting to work during this period to ensure the continuity of school operations, preparation for the succeeding school year, and completion of administrative tasks.
2. Strict Compliance of this Memorandum is desired.

PETER J. GALIMBA

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OIC, Schools Division Superintendent



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