



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

24 September 2026

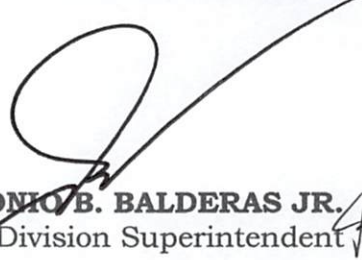
DIVISION MEMORANDUM
No. 644 s. 2026

**SUBMISSION OF LIST OF TEACHING PERSONNEL WHO WILL AVAIL OF
MATERNITY LEAVE COVERING DECEMBER 2026 TO JANUARY 2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In view of the provisions on maternity leave for female teachers and personnel, particularly the Implementing Rules and Regulations of Republic Act No. 11210, otherwise known as the *105-Day Expanded Maternity Leave Law*, and applicable Civil Service Commission rules, female personnel may avail themselves of maternity leave even when the period of leave falls within the Christmas vacation. In such cases, the concerned personnel may be entitled to both maternity leave benefits and the applicable Proportional Vacation Pay (PVP), subject to existing rules and regulations.
2. In this regard, all School Heads and Administrative Officers are hereby directed to **submit an anticipated list of teaching personnel who are expected to avail of maternity leave**, particularly those:
 - a. whose maternity leave period **overlaps with the Christmas vacation**; and
 - b. whose maternity leave is **anticipated to commence in January 2027**.
3. The submission of the anticipated list is intended to facilitate the proper **documentation, validation, advance preparation of payroll and benefit requirements** of the concerned personnel. The submitted list shall likewise serve as a basis for the Personnel Services Section in preparing and validating the corresponding maternity leave and benefit requirements. This shall be in addition to the data generated and submitted by the Administrative Officer II through the link provided by the Personnel Services Section.
4. Attached as **Annex A** is the prescribed template for the submission of the list of teaching personnel who are expected to avail of maternity leave.
5. The concerned personnel shall ensure that the appropriate maternity leave application and required supporting documents are submitted within the prescribed period and in accordance with existing DepEd and CSC rules and regulations. The submission of the anticipated list shall not dispense with the requirement for the concerned personnel to file the appropriate maternity leave application and supporting documents.

6. The consolidated list shall be submitted to the **Personnel Services Section through the Records Section** on or before **October 6, 2026** for appropriate action.
7. Any changes, corrections, or updates to the information previously submitted shall be immediately communicated to the Personnel Services Section to ensure the accuracy of the data and the proper preparation and processing of the corresponding maternity leave and benefit requirements.
8. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: RA 11210
To be indicated in the Perpetual Index
under the following subjects:

MATERNITY LEAVE

OSDS Personnel Unit – submission of list of personnel who will avail of maternity leave covering december 2026 to january 2027
PER501CG-003054 /September 24, 2026



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
NAME OF SCHOOL

TRANSMITTAL OF ANTICIPATED MATERNITY LEAVE

The undersigned hereby submits the list of personnel of **(NAME OF SCHOOL)** who are expected to avail of maternity leave covering the period **December 2026 to January 2027**, for purposes of documentation, validation, and appropriate preparation and processing of the corresponding maternity leave and benefit requirements.

No.	Name of Teaching Personnel	Position	Expected/Actual Date of Delivery

We hereby certify that the above-listed information is **true, accurate, and complete**, based on the information provided by the concerned personnel. We further certify that this list **shall serve as the official basis for the advance preparation, documentation, validation, and processing of the maternity leave and corresponding benefit requirements** of the personnel identified herein.

We likewise undertake to **immediately inform the Personnel Services Section of any changes, corrections, or updates** affecting the expected maternity leave or date of delivery of any personnel listed herein.

Note: Inclusion in this list does not constitute approval of maternity leave. The concerned personnel shall still submit the required maternity leave application and supporting documents in accordance with existing rules and regulations.

Prepared and Submitted by:

Name and Signature of Administrative Officer II
Administrative Officer II

Name and Signature of School Head
School Head



Address:
Telephone No.:
Email Address:
Website: