



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
NO. 649, S. 2025

TO : All Public Elementary and Secondary School Principals
All other Concerned

Date : September 15, 2025

SUBJECT : Reporting to Duty of Personnel on Study Leave for the 2025 BAR Examinations

Please be informed that all teaching and non-teaching personnel who were granted study leave in preparation for the 2025 BAR Examinations are **required to report back to duty immediately**, even if their approved leave is until **September 21, 2025**.

This directive is issued due to the absence of a fixed examination schedule at the time of leave application and the preparation of the corresponding leave agreements. As the official BAR examination dates have now been released and are earlier than anticipated, the extended leave period is no longer justifiable.

Kindly disseminate this information to the concerned personnel in your respective schools and ensure compliance accordingly.

Should you require further clarification, please do not hesitate to contact this office.

Thank you for your usual support and cooperation.

WILFREDA D. BONGALOS, PhD CESO V
Schools Division Superintendent