



Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OF _____
_____ SCHOOL

**Request for a 30-day Uninterrupted Flexible
Vacation Schedule**

[Date]

[Principal's Name]
[Principal's Position]
[School Name]
[School Address]

Dear Sir/Ma'am,

Greetings!

I am submitting my request regarding the use of my 30-day Uninterrupted Flexible Vacation.

Based on DepEd Order 009 s2025, teachers can choose whether to use the 30-day vacation continuously or separately from April 16, 2025, to June 1, 2025.

I want to inform you of my chosen vacation dates, which are:

- April 16, 2025
- April 21-25, 2025
- April 28- April 30, 2025
- May 2, 2025
- May 5-9, 2025
- May 13-16, 2025
- May 19-23, 2025
- May 26-31, 2025

I look forward to your approval of my request.

Thank you very much for your consideration.

Respectfully yours,

[Your Name]
[Your Position]