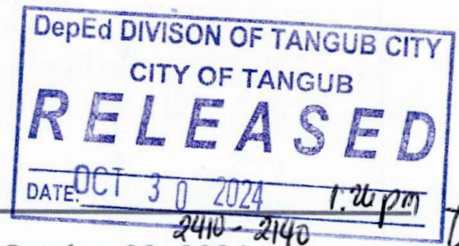




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



October 23, 2024

DIVISION MEMORANDUM

No. 355, s. 2024

SUBMISSION ON THE APPLICATION FOR MONETIZATION OF LEAVE CREDITS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. Pursuant to the provisions of Section 22 and 23 of the Omnibus Rules on Leave, Rule XVI of the Implementing Book V of Executive Order No. 292, there are two kinds of monetization which a qualified employee may avail of:

- a. **Regular Monetization (Section 22)** – This is an option to a qualified employee who has at least fifteen (15) days of vacation leave credits as of October 31, 2024. He/she can monetize a minimum of ten (10) days balance and a maximum of thirty (30) days in a given year, provided a **five (5) days Vacation Leave (VL) balance is retained after monetization.** Further, personnel who availed on this shall still be allowed to go on forced leave.
- b. **Special Monetization (Section 23)** – This is an option granted to a qualified employee where he/she can be allowed to monetize 50% of his/her vacation and sick leave credits due to valid and justifiable reasons herein stated below:
 1. Health, medical and hospital needs of the personnel and their immediate family members;
 2. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fires. Earthquakes, and accidents that affect the life, limb, property of the personnel and his immediate family;
 3. Education needs of the personnel and his immediate family;
 4. Payment of mortgages and loans which were entered into for the benefit of or which was incurred to the benefit of the personnel and his immediate family members;
 5. Other analogous cases as may be determined by the head of office.

2. In case that the number of your available leave credits is not sufficient to be monetized, your sick leave credits may be used upon approval of the Schools Division Superintendent. A request letter shall be submitted, and justification shall be attached. Justifiable reasons subject to the discretion of the agency head and availability of funds.



Address: Anecito Siete St. Mantic, Tangub City
 Telephone No: (088) 530 – 5988
 Email: tangub.city@deped.gov.ph
 Website: www.tangub.deped.gov.ph

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.2024	Page	1 of 3



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

3. The following are the required documents to support the application of monetization of leave credits:

- a. Three (3) copies of duly accomplished CSC Form 6;
- b. Three (3) copies of Approved Letter Request addressed to the Schools Division Superintendent;
 - *indicate leave balance of both Vacation and Sick leave, days to be monetized and purpose for monetization*
- c. Three (3) photocopies of NOSA (Notice of Salary Adjustment) F.Y. 2024;
- d. Three (3) photocopies of NOSI (Notice of Step Increment) F.Y. 2024;
 - *for those who have step increment of the current year*
- e. Three (3) photocopies of Approved Appointment;
 - *for those who have been promoted/transferred/hired of the current year*

Additional requirements if the monetization will be charged to Sick Leave due to insufficient Vacation Leave Credits and for Special Monetization:

- f. Three (3) copies of Approved Letter Request addressed to the Schools Division Superintendent to use Sick Leave Credits
- g. Three (3) copies of proofs to support cases of the following:

Justifiable Reason for Monetization (CSC MC No. 16, s. 2002)	Required Supporting Documents (COA Circular No. 2023-004)
1. Health, medical and hospital needs of the personnel and their immediate family members	Clinical abstract, certification of medical procedure to be performed, or quotation issued by the hospital or clinic.
2. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fires. Earthquakes, and accidents that affect the life, limb, property of the personnel and his immediate family	Certification issued by any government agency, including Barangay, of the calamity or accident involving the employee or his immediate family.
3. Education needs of the personnel and his immediate family	Statement of account or quotation from the school
4. Payment of mortgages and loans which were entered into for the benefit of or which was incurred to the benefit of the personnel and his immediate family members	Statement of account from the creditor (bank, lending institutions, cooperatives, financing and credit card companies, etc.)
5. Extreme financial needs of the employee of his immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing	Notarized sworn statement of the employee attesting the extreme financial needs to fulfill his basic needs for food, shelter, and clothing.

4. The following conditions and restrictions shall be observed in the application for monetization:



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

- a. The sum of the accumulated Vacation Leave (VL) and Sick Leave (SL) must be at least fifteen (15) in order to qualify.
- b. The maximum limit set for the number of leave credits allowed to be monetized is 30 days, however, there must be at least five (5) VL retained after the monetization.
- c. For Special monetization, he may avail 50% or more of his/her total accumulated VL and SL subject to the retention of at least five (5) VL after monetization required under number 4.b.
- d. If in case the VL or SL of the personnel is already below five (5) before monetization, he/she will be allowed to monetize provided that his combined VL and SL is at least fifteen (15) as required under condition number 4.a.
- e. Employee's VL credits shall exhaust first up to required five (5) VL to be retained, before charging to the SL credits.
- f. If the monetization applied will be charged to Sick Leave due to insufficient Vacation Leave Credits, attach the required supporting documents for justifiable reasons including the Approved Request Letter addressed to the Schools Division Superintendent to use Sick Leave (SL) credits.

5. Application for monetization of leave credits is applicable to those who earned Vacation Leave Credits and Sick Leave Credits to wit:

- a. Non-teaching Personnel
- b. School Heads
- c. Teacher-in-charge (TIC)
- d. ALS Teachers (per D.O. 64, s. 2011)

6. The equivalent money value of the leave credits to be monetized will be computed as follows:

Basic Salary X No. of days to be monetized X 0.0481927 (constant factor)

7. The payment of the monetization of leave credits is chargeable against PS Savings generated after payment or release of all salaries for teaching and non-teaching personnel (RPSU and Division) and other mandatory payments

8. All applications with complete supporting documents shall be submitted to **Ms. Lovely Marygold C. Borja**, Administrative Officer II, OSDS- Personnel Section not later than **November 15, 2024 at 5:00 o'clock in the afternoon.**

9. Immediate dissemination and compliance with this Memorandum are desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

SAAU/LMCB/10-23-2024
To be indicated in the Perpetual Index
Under the following subjects:
MONETIZATION OF LEAVE CREDITS