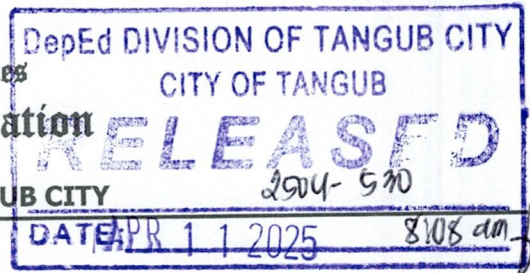




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



April 7, 2025

DIVISION MEMORANDUM
No. 195, s. 2025

**SUBMISSION ON THE APPLICATION FOR
MONETIZATION OF LEAVE CREDITS F.Y. 2025**

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 Section 23 of Civil Service Commission (CSC) MC No. 41, s. 1998 dated December 24, 1998 (*Subject: Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987*) and CSC MC No. 16, s. 2002 dated June 24, 2002 (*Amendment to Section 23 of the Omnibus Rules on Leave, Rule XVI, under the Implementing Rules of Book V of Executive Order No. 292*), a qualified employee may avail the following:

- a. **Section 22. Monetization of Leave Credits** – Officials and employees in the career and non-career service whether permanent, temporary, casual, or coterminous, **who have accumulated fifteen (15) days of vacation leave credits** shall be allowed to monetize a minimum of ten (10) days: Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.
- b. **Section 23. Monetization of 50% of vacation/sick leave credits** – Monetization of fifty percent (50%) of all the accumulated leave credits may be allowed for valid and justifiable reasons, subject to the discretion of the agency head and the availability of funds, with supporting documents such as:
 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.



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3. Educational 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. In cases of extreme financial needs of the employee or his/her 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.
 6. Other analogous cases as may be determined by the head of office.
2. The following conditions and restrictions shall be observed in the application for monetization:
- a. The Vacation Leave (VL) must be at least fifteen (15) days in order to qualify;
 - b. The maximum limit set for the number of leave credits allowed to be monetized is thirty (30) days with a minimum limit of ten (10) days, however, there must be at least five (5) VL retained after the monetization;
 - c. An employee 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 for a valid and justifiable reasons;
 - d. Employee's VL credits shall exhaust first up to required five (5) VL to be retained, before charging to the SL credits; and
 - e. If the monetization applied will be charged to Sick Leave, 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.
3. 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)
4. 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)



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5. 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.
6. Monetization of leave credits shall be processed on a first-come, first-served basis.
7. All applications with complete supporting documents shall be submitted to **Ms. Lovely Marygold C. Borja**, Administrative Officer II, OSDS- Personnel Section **not later than June 30, 2025.**
8. Enclosed are the following:

Enclosure No. 1 – Checklist of Requirements for Monetization of Leave Credits
Enclosure No. 2 – Sample Form 6 (with the required signatories)
9. Immediate dissemination and compliance with this Memorandum are desired.


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

SAAU/LMCB/04-07-2025
To be indicated in the Perpetual Index
Under the following subjects:
MONETIZATION OF LEAVE CREDITS



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Enclosure No. 1 to Division Memorandum No. _____, s. 2025

**CHECKLIST OF REQUIREMENTS FOR MONETIZATION
OF LEAVE CREDITS**

General Requirements: (for regular monetization)		
	3 copies	Duly accomplished CSC Form 6
	3 copies	Approved Letter Request addressed to the SDS
	3 copies	Notice of Salary Adjustment (NOSA)
	3 copies	Notice of Step Increment (NOSI, if applicable)
	3 copies	Approved Appointment (for those who have been promoted/transferred/hired of the current year)
Additional requirements charged to Sick Leave and for 50% or more:		
	3 copies	Approved Letter Request addressed to the SDS to use Sick Leave Credits
	3 copies	Supporting Documents for valid and justifiable reasons: <ul style="list-style-type: none">a. Health, medical and hospital needs of the personnel and their immediate family members<ul style="list-style-type: none">• Clinical abstract, certification of medical procedure to be performed, or quotation issued by the hospital or clinic.b. 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<ul style="list-style-type: none">• Certification issued by any government agency, including Barangay, of the calamity or accident involving the employee or his immediate family.c. Educational needs of the personnel and his immediate family<ul style="list-style-type: none">• Statement of account or quotation from the schoold. 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<ul style="list-style-type: none">• Statement of account from the creditor (bank, lending institutions, cooperatives, financing and credit card companies, etc.)e. 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<ul style="list-style-type: none">• Notarized sworn statement of the employee attesting the extreme financial needs to fulfill his basic needs for food, shelter, and clothing.



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Department of Education
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Civil Service Form No. 6
Revised 2020

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DEPED	2. NAME : (Last) DELA CRUZ,	(First) JUAN	(Middle) S.
3. DATE OF FILING June 1, 2025	4. POSITION Administrative Officer II 5. SALARY P 30, 024.00		

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p><input checked="" type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p>6.C NUMBER OF WORKING DAYS APPLIED FOR 30 Days</p> <p>_____</p> <p>INCLUSIVE DATES</p> <p>_____</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p>_____</p> <p style="text-align: right;">(Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of _____</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">CARELYN L. VILLEGAS</p> <p style="text-align: center;">Administrative Officer IV/HRMO II</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____</p> <p style="text-align: center;">ERLINDA G. DAEL, PhD, CESE</p> <p style="text-align: center;">Assistant Schools Division Superintendent</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

<p>7.C APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent



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