



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



Office of Schools Division Superintendent

October 13, 2023

Division Memorandum

No. 0788, s. 2023

MONETIZATION OF LEAVE CREDITS 2023

TO: Schools Division Superintendent
Assistant Schools Division Superintendent
Public Schools District Supervisors
Principals/School Head
All Teaching Related Personnel
All Non-Teaching Personnel
ALS Mobile Teacher

Pursuant to Joint CSC-DBM Circular No. 1 series of 1991 and Joint CSC-DBM Circular No. 2 series of 1997 providing Amendatory Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees and in accordance with the provisions of Sec. 22, Monetization of leave credits and Section 23, Monetization of 50% or more of vacation/sick leave credits of Rule XVI, of the Omnibus Rules on Leave Implementing Book V of the Administrative Code of 1987, and to ensure equitable payment of monetization of leave credits. All personnel stated above may now file applications subject to the following guidelines:

1. **NUMBER OF DAYS.** Fifty percent (50%) combined Vacation and Sick Leave or available balance of leave credits.
2. **ELIGIBILITY.** Any employee who has accumulated leave credits is eligible provided that a balance of at least five (5) days vacation leave credits (for mandatory leave) remain, after monetization.
3. **PURPOSE.** Use to defray medical expenses, house repair (hit by Odette), payment of tuition fee, payment of loans.
4. **DOCUMENTARY REQUIREMENTS.** The employee may submit the following documents in three (3) copies. To wit:
 - a. Letter of Intent - must be duly approved by SDS

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- b. Application for Leave (Form 6) - must be duly approved by SDS
 - c. Updated Service Record - Must indicate the latest designation
 - d. Designation order for teaching items who are designated as School/Teacher-in-charge.
 - e. Notice of Salary adjustment (NOSA)/Notice of step increment (NOSI)
 - f. Marriage Certificate (for spouse), Birth Certificate (for children) and Barangay Certification (for personnel whose parents living with you).
 - g. Another additional requirement depending on its purpose:
 - Medical Expenses (Medical certificate and Prescription)
 - Tuition Fee (Assessment from school)
 - House Repair (Certification from Barangay that your houses were hit by ST Odette)
 - Payment of Loan (Statement of Account)
5. **FUNDING SOURCE.** Funds will be requested from the Department of Budget and Management (DBM).
6. **DEADLINE FOR FILING.** Not later than October 25, 2023.
7. **DATE OF PAYMENT.** Upon release of NCA and SARO.

MARILOU S. DEDUMO, PhD, CESO V
Schools Division Superintendent ✍

Enclosure: None

Reference/s: CSC-DBM Circular No. 1 series of 1991 and Joint CSC-DBM Circular No. 2 series of 1997

To be included in the Perpetual Index under the following subjects:

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