



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 110, s. 2024

APR 15 2024

SUBMISSION OF APPLICATION FOR THE MONETIZATION OF LEAVE CREDITS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
Elementary and Secondary School Principals
Heads of Functional Units
All Others Concerned

1. This Office is now accepting applications for the monetization of leave credits for FY 2024.

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

A. Monetization of Leave Credits (Section 22): *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.*

Documentary Requirements:

1. CSC Form 6 (downloadable at website of SDO Kabankalan)
2. Letter Request addressed to the SDS

B. Monetization of 50% of Vacation/Sick Leave Credits (Section 23): *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.*

For this purpose, the following reasons, based on the result of the evaluation, shall be considered valid and justifiable:

- Health, medical and hospital needs of the personnel and their immediate family members;



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- 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;
- Education needs of the personnel and his immediate family; and
- 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.

Documentary Requirements:

- CSC Form 6 (downloadable at website of SDO Kabankalan)
- Letter Request addressed to the SDS
- Proofs to support the validity of reason for applying for monetization under Section 23 of the Omnibus Rules on Leave

3. The CSC Form 6 that will be submitted for this purpose must be properly and completely filled in

4. The **payment of the monetization of leave credits is chargeable against the savings** generated after payment of all salaries for teaching and non-teaching personnel, salary differentials, year-end bonus, cash gifts, and all mandatory deductions due to GSIS, Pag-IBIG, PhilHealth, and the BIR and deficiencies may be requested from and contingent upon the approval of the Department of Budget and Management (DBM). In order for this Office to determine the total amount to be requested for the said purpose, all applications with complete supporting documents are required to be submitted not later than **17 May 2024** to Division Records Section.

5. Immediate and wide dissemination of this Memorandum is desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent