



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

JUL 19 2023

**DIVISION MEMORANDUM**

No. 272, s. 2023

**SUBMISSION OF APPLICATION FOR THE MONETIZATION OF LEAVE CREDITS**

To: OIC-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 current year 2023.
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. Regular Monetization (Section 22) :** This is an option granted to a qualified employee who has at least fifteen (15) days of vacation leave credits as of December 31, 2022. He/She can monetize a minimum of ten (10) days and a maximum of thirty (30) days in a given year, provided a five (5) days balance is retained after monetization. Further, personnel who availed on this shall still be allowed to go on forced leave.

Documents to be submitted shall be the following:

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

**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.

Documents to be submitted shall be the following:

- CSC Form 6 (downloadable at website of SDO Kabankalan)
- Letter Request addressed to the SDS
- Proofs to support cases as enumerated under Special Monetization

3. The **payment of the monetization of leave credits is chargeable against savings** generated after payment or release of all salaries for teaching and non-teaching personnel (RPSU and Division), salary differentials, year-end bonus, cash gifts, and all mandatory deductions due to GSIS, Pag-Ibig, PhilHealth and BIR.
4. All entries in the CSC Form 6 should be properly filled up and must be complete for consolidation purposes.
5. All applications with complete supporting documents shall be submitted to Mrs. Windy Rose C. Hitalia, Administrative Aide VI, OSDS – Records Office not later than **5:00 in the afternoon of August 31, 2023**.
6. It must be reiterated that the payment of the monetization of leave credits is subject to the approval of the request of this Division for the said purpose by the Department of Budget and Management (DBM).
7. Immediate and widest dissemination of this memorandum is desired.

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

