



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

DIVISION MEMORANDUM

No. 395, s. 2022

OCT 12 2022

SUBMISSION OF APPLICATION FOR MONETIZATION

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

1. This office is now accepting applications for monetization of leave credits for current year 2022.
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, officials and employees in the career and non-career service whether permanent, temporary, casual or coterminous may apply for monetization.
3. The **payment of 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 Mandatory Deductions due to GSIS, Pag-Ibig, PhilHealth and BIR.
4. All entries in the CSC Form 6 hereto attached should be properly filled up and must be complete for consolidation together with a request letter indicating the purpose of monetization.
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 October 30, 2022**.
6. Immediate and widest dissemination of this memorandum is desired.


NICASIO S. FRIO EdD, CESO VI
OIC – Schools Division Superintendent