



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



TO: ALL DIVISION OFFICE PERSONNEL
ELEMENTARY AND SECONDARY SCHOOL HEADS
OTHERS (who wanted to request for monetization)

FROM: *[Signature]*
SOCORRO V. DE LA ROSA, CESO VII
Schools Division Superintendent *[Signature]*

DATE: September 5, 2016

SUBJECT: ADDENDUM - REQUEST FOR MONETIZATION

RELEASED
Regional Division Office of Catanduanes

RECORDS SECTION
SEP 07 2016

[Signature]

In connection with the request for Monetization, please submit to the Office of the Personnel the following documents required for submission to the Department of Budget & Management, Regional Office, to wit:

1. Approved Application for Leave- Monetization
2. Letter of Intent
3. Photocopy of the latest payslip

For information and dissemination.