



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



**RELEASED**

DepED, Division of Catanduanes  
**RECORDS SECTION**

Date: Jul 25 2019

Time: 11:55 A.M.

Initial/Signature: [Signature]

**TO:** Assistant Schools Division Superintendent  
CID Chief  
SGOD Chief  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Non-teaching Personnel

**FROM:** *[Signature]*  
SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent

**SUBJECT:** ADDENDUM TO UNNUMBERED DIVISION MEMORANDUM  
DATED JULY 23, 2019 RE: MONETIZATION OF LEAVE  
CREDITS

**DATE:** July 25, 2019

1. **Section 23** of the Omnibus Rules on Leave shall also apply, to wit;

**Monetization of 50% or more of vacation/ sick leave credits.** -Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid justifiable reasons such as:

- a. Health, medical, and hospital needs of the employee and the immediate members of his/ her family;
- b. Financial aid and assistance brought by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/ her immediate family;
- c. Educational needs of the employee and the immediate members of his/ her family;
- d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/ her immediate family;
- e. In cases of extreme financial needs of the employee or his/ her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;
- f. Other analogous cases as may be determined by the Commission.

The monetization of 50% or more of the accumulated leave credits shall be upon the favourable recommendation of the agency head and subject to the availability of funds.

2. For your information and guidance.