



March 9, 2022

DIVISION MEMORANDUM
 OSDS-PER-DM- 120 s. 2022

AVAILMENT AND PROCESSING OF MONETIZATION BENEFIT

TO : Asst. Schools Division Superintendent
 Division Chiefs
 Section/Unit Heads
 Public Schools District Supervisors
 Education Program Supervisors
 Elementary & Secondary School Heads
 Teaching & Non-teaching Personnel
 All Others Concerned

1. Per DBM Circular Letter No. 2002-4 dated February 15, 2022 and DBM Regional Advisory No. 2022-027 dated February 22, 2022 re: Processing of Requests for the Monetization of Leave Credits in FY 2022 and Processing of Request Chargeable Against the Pension and Gratuity Fund for Fiscal Year (FY) 2022, **this Office is accepting application for monetization of leave credits subject to the provisions of CSC MC No. 41, s. 1998 and CSC MC No. 16, s. 2002, and other related prevailing rules and regulations of the CSC and the DBM.**

2. Consistent with the provisions cited above, **application for monetization of leave credits chargeable against the FY 2022 Pension and Gratuity Fund, for reasons of extraordinary circumstances only, i.e., medical emergencies, critical health, medical and hospital needs of the employee and the immediate members of his/her family shall be accepted.**

3. Immediate family refers to the spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof and dependent upon the employee for support:

Civil Status	Immediate Family
Single	<ul style="list-style-type: none"> ✓ Parents, ✓ Unmarried brothers and sisters and ✓ Any relative living under the same roof and dependent upon the employee for support
Married	<ul style="list-style-type: none"> ✓ Spouse, ✓ Children, ✓ Parents, ✓ Unmarried brothers and sisters and ✓ Any relative living under the same roof and dependent upon the employee for support





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

4. **Application with complete documentary requirements shall be accepted not later than 5PM of April 1, 2022 at the SDO-Human Resource Management Office duly stamped "received" at the Records Section.**

5. In the request for funding, the Human Resource Management Office must check the completeness of requirements and prepare the prescribed form/template which will be submitted to the DBM Regional Office through the DepEd Regional Office for approval.

6. For the Implementing Units, same procedure shall be followed subject to the existing rules and regulations on the availment of monetization of leave credits.

7. The following are the documentary requirements:

- a. Letter of Intent/Application letter indicating the reason, cite the nature of circumstance, as well as the relationship to the patient (if any)- (2 original copies)
- b. Form 6 (Application for Leave) duly signed by Immediate Head- (2 original copies)
- c. Medical Certificate/Abstract/Medical procedures to be undertaken- (2 photocopies)
- d. Medical Expenses/Bill/Official Receipts (if available)- (2 photocopies)
- e. Barangay Certification (if the request is for the unmarried brothers and sisters and any relative living under the same roof and dependent upon the employee for support)- (1 original copy)

8. It should be understood that the approval of monetization requests is with the Department of Budget & Management (DBM).

9. For information, guidance and compliance.

SUSAN S. COLLANO
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

LEAVE CREDITS
EMPLOYEE
LEAVES
OFFICIALS
RULES & REGULATION
SERVICES

