



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



RELEASED

Dept., Division of Catanduanes

RECORDS SECTION

Date AUG 13 2018

Time: 6:00 PM

Initial/Signature [Signature]

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Non-teaching Personnel

[Signature]
From: SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

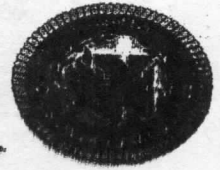
Subject: Monetization of Accrued Leave Credits

Date: August 13, 2018

1. This office is now accepting application for monetization of accrued leave credits starting today until August 31, 2018.
2. Required documents for application are: three (3) copies letter of intent; three (3) copies of Form 6; and one photocopy of latest pay slip.
3. Maximum of thirty (30) days shall be applied, subject to the availability of leave credits, and subject to the approval of the DBM after evaluation.
4. Submission after due date will not be accepted.
5. For wide dissemination, information and guidance.



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(Date)

The Schools Division Superintendent
Division Office
Virac, Catanduanes

Madam:

May I request for monetization of _____ days to be used for the reason/s indicated below:

- _____ Medical
- _____ Educational
- _____ House Repair
- _____ Payment for Loan
- _____ Others _____

Very truly yours,

Approved:

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

APPLICATION FOR LEAVE

1. OFFICE/AGENCY: DEPARTMENT OF EDUCATION	2. NAME: (Last) (First) (M.I.)
3. Date of Filing:	4. Position: 5. Salary: (Monthly)

DETAILS OF APPLICATION

6.a. TYPE OF LEAVE: <input type="checkbox"/> - VACATION LEAVE <input type="checkbox"/> - SICK LEAVE <input type="checkbox"/> - Others (Specify) _____ Non - Teaching Only <ul style="list-style-type: none"> • Mandatory Force Leave (MFL) • Privilege/Special Leave (SPL) • Compensatory Time Off (CTO) • Monetization/Commutation Leave Teaching & Non-Teaching <ul style="list-style-type: none"> <li style="width: 50%;">• Magnacarta for Women Leave <li style="width: 50%;">• Paternity Leave (PL) <li style="width: 50%;">• Rehabilitation Leave <li style="width: 50%;">• Study Leave <li style="width: 50%;">• Solo Parent Leave (SP) <li style="width: 50%;">• Maternity Leave (ML) <li style="width: 50%;">• Violence Against Women Leave <li style="width: 50%;">• Terminal Leave 	6.b. WHERE LEAVE WILL BE SPENT: 1. IN CASE OF VACATION LEAVE: <input type="checkbox"/> - Within the Philippines <input type="checkbox"/> - Abroad (Specify) _____ 2. IN CASE OF SICK LEAVE: <input type="checkbox"/> - In Hospital (Specify) _____ <input type="checkbox"/> - Out - patient (Specify) _____ 6.d. COMMUTATION: <input type="checkbox"/> - Requested <input type="checkbox"/> - Not Requested
6.c. NUMBER OF WORKING DAYS APPLIED FOR: _____ INCLUSIVE DATES: _____	

Signature of Employee

DETAILS OF ACTION ON APPLICATION

7.a. CERTIFICATION OF LEAVE CREDITS: As of _____	7.b. RECOMMENDATION: <input type="checkbox"/> - APPROVED <input type="checkbox"/> - DISAPPROVED DUE TO: _____ _____ _____
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VACATION	SICK	TOTAL
_____ days	_____ days	_____ days

Authorized Official

7.c. APPROVED FOR: <input type="checkbox"/> - days with pay <input type="checkbox"/> - days without pay <input type="checkbox"/> - Others (Specify) _____	7.d. DISAPPROVED DUE TO: _____ _____
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SOCORRO V. DELAROSA, CESO VI
SCHOOLS DIVISION SUPERINTENDENT

INSTRUCTIONS

1. Application for vacation or sick leave of ONE FULL DAY or more shall be made on this form and to be accomplished in four copies right after return to duty. HALF DAY - considered as tardiness for AM, Undertime for PM to be deducted from VACATION LEAVE for non-teaching & SICK LEAVE for teachers.
2. Application for VACATION LEAVE/SOLO PARENT/SPL/MFL/ CTO for non-teaching and other form of leave shall be filed in advance of whatever possible five (5) days before going on such leave.
3. Application for sick leave filed in advance, or exceeding five days shall be accompanied by a medical certificate in case medical consultation was not available; an affidavit shall be executed by the applicant.
4. An employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his authorized leave of absence.
5. An application of leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money or property responsibilities.