



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
VICTOR CATANDUANON



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

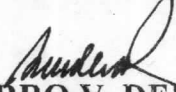
**RELEASED**

DepEd, Division of Catanduanes  
RECORDS SECTION

Date: JUL 23 2019

Time: 02:32 PM

Initial/Signature: [Signature]

From:   
SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent

Subject: Monetization of Leave Credits

Date: July 23, 2019

1. This office is now accepting application for monetization of leave credits until July 29, 2019.
2. Required documents to submit are: three (3) copies letter of intent, three (3) copies of Form 6 and one (1) photocopy of latest pay slip.
3. Applications will be processed depending on the availability of funds and subject to Section 22 of the Omnibus Rules on Leave. (Section 22. Monetization of Leave Credits- *Officials and employees in the career service whether permanent, temporary, casual, or coterminous, who have accumulated **fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30)days may be monetized in a given year.***)
4. For widest dissemination and guidance.