



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



RELEASE

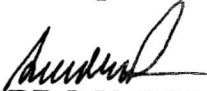
Division of Catanduanes
RECORDS SECTION

Date JUN 03 2019

Time: 9:28 AM

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

Subject: Monetization of Leave Credits

Date: May 31, 2019

1. We are now accepting application for monetization of leave credits until June 28, 2019.
2. 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. Maximum of thirty (30) days may be applied, subject to the availability of leave credits. *(Sec. 22 of the Omnibus Rules on Leave states: " 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.

part 6/13