



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

**UNNUMBERED MEMORANDUM:**  
OSDS-PER-UM-01-04-2023/MBL

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/In-Charge of Districts  
Elementary and Secondary School Heads  
All Others Concerned

FROM : By Authority of the Schools Division Superintendent:

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent

SUBJECT : **CALL FOR SUBMISSION OF APPLICATION FOR  
MONETIZATION OF LEAVE CREDITS**

DATE : January 4, 2023

1. This Office is accepting application for monetization of leave credits in accordance to the provisions of Section 22 – Monetization of Leave Credits and Section 23 – Monetization of 50% or more VL/SL credits of Rule XVI of the Omnibus Rules on Leave Implementing Book V of EO 292.
2. The number of days that can be availed for monetization may subject to the existing leave balances (VL/SL) and availability of funds.
3. Application with complete documentary requirements shall be accepted not later than **5 PM of January 5, 2023 NO EXTENSION** duly stamped “received” thru the Records Section and submit to the Human Resource Management Office`.
4. The following are the documentary requirements:
  - a. Letter of Intent/Application letter indicating the reason – (2 copies)
  - b. Form 6 (Application for Leave) duly signed by Immediate Head – (2 original)



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- copies)  
c. Other documents relative to the reason of monetization e.g. bill of materials, tuition fee, medical expenses etc.
5. Likewise, those who have already submitted their application for monetization last **MARCH 2022 will no longer submit another application.**
6. For information, guidance and compliance.

MBL/Application for Monetization of Leave Credits  
001/January 4, 2023

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