



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

UNNUMBERED MEMORANDUM:
OSDS-PER-UM-12-02-2022/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 : **SUSAN S. COLLANO**
Schools Division Superintendent

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

DATE : December 2, 2022

1. This Office is accepting application for monetization of leave credits in accordance to the provisions of CSC MC No. 41, s. 1998 and CSC MC No. 16, s. 2022 and other related prevailing rules and regulations of the CSC and DBM.
2. Application for monetization of leave credits for reasons of extreme cases or extraordinary circumstances only, i.e., medical emergencies, critical health, medical and hospital needs of the employee and/or immediate members of his/her family shall be accepted.
3. Application with complete documentary requirements shall be accepted not later than **5 PM of December 5, 2022** duly stamped "received" at the Records Section.
4. 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)



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- c. Medical Certificate/Abstract/Medical procedures to be undertaken – (2 original copies)
 - d. Medical Expenses/Bill/Official Receipts (if available)-(2 photocopies)
 - e. Barangay Certification (if the request is for unmarried brothers and sisters and any relative living under the same roof and dependent upon the employee for support)-(1 original copy)
5. Likewise, those who have already submitted their application for monetization last March 2022 will no longer submit another application.
6. It should be understood that the approval of monetization requests is with the Department of Budget & Management (DBM).
7. For information, guidance and compliance.

MBL/Application for Monetization of Leave Credits
039/December 2, 2022



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