



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

UNNUMBERED MEMORANDUM
 OSDS-PER-UM-09-08-2023/ MBL

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

FROM : 
SOCORRO V. DELA ROSA
 Schools Division Superintendent

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

DATE : 9 AUGUST 2023

1. This Office is accepting applications for monetization of leave credits in accordance with 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 and 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. The following are the documentary requirements:
 - a. Letter of Intent/ Application letter indicating the reason, citing the nature of the circumstance, as well as the relationship to the patient (if any)- (2 original copies)



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

- b. Form 6 (Application for Leave) duly signed by the Immediate Head- (2 original copies)
 - 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)
4. Application documents should be checked first at the Human Resource Management Office, only application with complete documentary requirements shall be stamped "received" at the Records Section. Deadline of submission is on August 24, 2023.
5. The approval of monetization requests is with the Department of Budget and Management (DBM) Region V.
6. For information, guidance and compliance.

MBL/ Call for Submission of....
August 9, 2023- **065**



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depdrovcatanduanes.com
DepEd Tayo - Region V - Catanduanes