



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OF CATANDUANES
RECORDS SECTION
RELEASED
BY: [Signature]
DATE: JAN 2023 - 9:20

UNNUMBERED MEMORANDUM:

OSDS-PER-UM-01-10-2023/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 : **SUSAN S. COLLANO**
Schools Division Superintendent

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

DATE : January 10, 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 **12 NOON of January 20, 2023 NO EXTENSION** duly stamped “received” thru the Records Section and submit it 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 copies)
 - c. Other documents relative to the reason of monetization e.g. bill of materials, tuition fee, medical expenses etc.





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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
004/January 10, 2023



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