



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

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**MAR 25 2025**

Division **MEMORANDUM**  
No. 220, s. 2025

**SUBMISSION OF APPLICATION FOR THE MONETIZATION OF LEAVE CREDITS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors - CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Other Concerned

1. This is to inform the field that the application for monetization of leave credits may now be submitted at the Division Office through the Records Section. The deadline for submission of applications with complete supporting documents is March 31, 2025.

2. This is to inform further the provisions of Sections 22 & 23 of the Omnibus Rule on Leave as follows:

- a. **Regular Monetization (Section 22):** Officials and employees in the career and non-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 days is retained after monetization and provided further that a maximum of 30 days may be monetized in a given year.

Documentary Requirements needed:

- CSC Form 6 (3 copies)
- b. **Special Monetization (Section 23):** Monetization of 50% of all the accumulated leave credits may be allowed for valid and justifiable reasons subject to the discretion of the agency head and the availability of funds.
1. Health, medical, and hospital needs of the employee and the immediate members of his/her family;
  2. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake, and accidents that affect the life, limb, and property of the employee and his/her immediate family;



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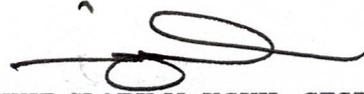
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3. Educational needs of the employee and the immediate members of his/her family;
4. Payment of mortgages and loans which were entered into for the benefit or which incurred to the benefit of the employee and his/her immediate family;
5. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfil basic needs such as food, shelter, and clothing;
6. Other analogous cases as may be determined by the head of office.

Documentary requirements needed:

- CSC Form 6 (3 copies)
- Letter request addressed to the SDS with supporting documents (3 copies)

3. Payment of the monetization of leave credits is subject to the approval of the Department of Budget and Management (DBM)
4. Immediate and widest dissemination of this memorandum is desired.



**DANNIE CLARK M. UGUIL, CESE**  
Assistant Schools Division Superintendent  
Officer in-Charge  
Office of the Schools Division Superintendent



Enclosure : as stated  
Reference : as stated  
Allotment : none  
No. of Pages : 2  
To be indicated in the **Perpetual Index** under the following subjects:

LEAVE                      PERSONNEL



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