

DepEd - Division of Catanduanes  
RECORDS SECTION

**RELEASED**

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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL

**TANGGAPANG PANSANGAY NG CATANDUANES**

December 9, 2024

**DIVISION MEMORANDUM**  
No. 635 s. 2024

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

TO : OIC-Asst. Schools Division Superintendent  
Chief Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. This Office is now accepting applications for the monetization of leave credits for CY 2024.
2. Per Section 22 and 23 of the Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 292, the following may be availed by a qualified employee:

A. Regular Monetization (Section 22)	B. Special Monetization (Section 23)
An employee whether permanent, temporary, casual, or coterminous who has at least fifteen (15) days of vacation leave credits as of November 30, 2024 shall be allowed to monetize a minimum of ten (10) days and a maximum of thirty (30) days in a given year, provided at least five (5) days is retained after monetization.	An employee whether permanent, temporary, casual, or coterminous is allowed to monetize 50% of his/her vacation and sick leave credits due to valid and justifiable reasons such as: <ul style="list-style-type: none"> <li>• Health, medical and hospital needs of the employee and the immediate members of his/her family;</li> <li>• Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affects the life, limb and property of the employee and his/her immediate family;</li> <li>• Educational needs of the employee and the immediate members of his/her family;</li> </ul>



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Republika ng Pilipinas

# Kagawaran ng Edukasyon

REHIYON V - BICOL

## TANGGAPANG PANSANGAY NG CATANDUANES

	<ul style="list-style-type: none"> <li>• In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;</li> <li>• Other analogous cases as may be determined by the Commission</li> </ul>
<p>Requirements to be submitted:</p> <ul style="list-style-type: none"> <li>✓ Letter Request addressed to the OIC, Office of the Schools Division Superintendent</li> <li>✓ Properly filled out CSC Form 6 (paper color-WHITE), can be downloaded thru <a href="http://bit.ly/ApplicationforLeaveForm6">http://bit.ly/ApplicationforLeaveForm6</a></li> </ul>	<p>Requirements to be submitted:</p> <ul style="list-style-type: none"> <li>✓ Letter Request addressed to the OIC, Office of the Schools Division Superintendent</li> <li>✓ Properly filled out CSC Form 6 (paper color-WHITE), can be downloaded thru <a href="http://bit.ly/ApplicationforLeaveForm6">http://bit.ly/ApplicationforLeaveForm6</a></li> <li>✓ Proofs to support cases as enumerated under Special Monetization</li> </ul>


3. Applications in the Elementary shall pass through the Administrative Officers II for proper recording of leave credit balance, for SDO-Proper, Junior High School and Senior High School applications, they shall be submitted directly at the Personnel Section through the Records Section.

4. All applications must be submitted to the Personnel Section through the Records Section not later than 5PM of December 13, 2024. It is understood that all applications are thoroughly checked/reviewed as to completeness of requirements by the Administrative Officers or the School-In-Charge of Leave.

5. The number of days to be monetized shall be subject to the approval of the Head of Office.

6. The payment of the monetization of leave credits is subject to availability of savings generated after payment of all salaries for personnel, salary differential, year-end bonus, cash gifts, and all mandatory deductions due to PagIbig, GSIS, PhilHealth and BIR.

7. Immediate and widest dissemination of this memorandum is desired.

  
**CECILE C. FERRO CESO VI**  
 Asst. Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent



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