



DepEd-Division of Catanduanes

RECORDS SECTION

RELEASED

BY: *[Signature]*
DATE: **26 DEC 2025**
No. **1329-A**
ATTN: *[Signature]*

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

26 December 2025

DIVISION MEMORANDUM
NO. **1329-A** s. 2025

SUBMISSION OF APPLICATION FOR THE MONETIZATION OF LEAVE CREDITS FOR CY 2025

To: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary and 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 2025.
2. Pursuant to Section 22 of the Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 292, only regular monetization may be availed of by qualified employees:

Regular Monetization (Section 22)	
An employee whether permanent, temporary, casual, or coterminous who has at least fifteen (15) days of vacation leave credits as of November 30, 2025 , 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.	Requirements to be submitted: <ul style="list-style-type: none"> ✓ Letter Request addressed to the OIC, Office of the Schools Division Superintendent ✓ Properly filled-out CSC Form 6 with the following signatories: 7.B- Immediate head 7.C- OIC-SDS

3. Due to the limited amount of savings generated, processing of monetization will depend on the corresponding salary grade. Please be informed that priority in the processing of monetization shall be given to employees with Salary Grades 1-10. Only after this category has been processed shall applications under the succeeding salary grade categories be considered.
4. The number of days to be monetized shall be determined based on the priorities below, processed on a first-come, first-served basis and subject to the approval of the Head of Office.




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Salary Grade	Maximum Allowable Days for Monetization
SG 1- 10	30 days
SG 11-19	15 days
SG 20- above	10 days

5. Applications from Elementary shall be coursed through Administrative Officers II for proper recording of leave credit balances and submission of applications. Newly designated Administrative Officers II may coordinate with the former AO II of their respective schools regarding leave credit balances.
6. Applications from SDO-Proper, Junior High School and Senior High School applications shall be submitted directly to the Personnel Section through the Records Section.
7. All applications must be submitted to the Personnel Section through the Records Section **not later than 3PM on January 12, 2026**. No applications shall be accepted after the deadline. 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.
8. Implementing units may grant monetization of leave credits depending on their availability of funds.
9. Immediate and widest dissemination of this memorandum is desired.


MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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