



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 506, s. 2024

NOV 27 2024

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
All Public Schools Principals
All Others Concerned

In compliance with CSC-DBM Joint Circular No. 2-97 dated June 25, 1997, and Joint CSC and DBM Circular No. 5, s. 1991 dated June 27, 1991, or the "Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees," this Office, through the Administrative Division–Personnel Section, is now accepting applications for the monetization of leave credits until November 29, 2024.

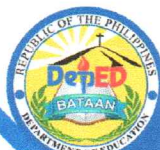
Qualified officials and employees may monetize a maximum of thirty (30) days of leave credits, provided that the following conditions are met:

1. At least five (5) vacation leave credits shall remain after monetization. 2. The applicant must have accumulated no less than fifteen (15) vacation leave credits to monetize up to ten (10) days.

Required Documents

The following documents must accompany the application:

- For Regular Monetization:
 - Duly accomplished Application for Leave (CSC Form No. 6).
 - Letter request approved by the Schools Division Superintendent.
- For Special Monetization:
 - Duly accomplished Application for Leave (CSC Form No. 6).
 - Letter request approved by the Schools Division Superintendent.



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2011-02



PHILIPPINE QUALITY AWARD
COMMITMENT TO
QUALITY MANAGEMENT LEVEL II
2023

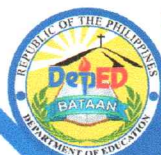


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- Supporting documents for health, medical, or hospital needs (e.g., medical certificate/abstract, hospital bills, doctor's prescription).
- Certificate of force majeure events, if applicable.

The number of days that may be monetized shall depend on the available savings as declared by the Finance Division. Immediate dissemination and strict compliance with this memorandum are desired.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent



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CSC PRIME-HRM BRONZE AWARD
CSC Regulation No. 2021108



PHILIPPINE QUALITY AWARD
COMMITMENT TO
QUALITY MANAGEMENT (LEVEL II)
2022