



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

NOV 05 2025

DIVISION MEMORANDUM

No. 502, s. 2025

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public School Principals
Non-Teaching Personnel
All Others Concerned

1. 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 7, 2025, 5:00PM**.
2. Under section 1 of Joint Circular No. 2-97 section 1, officials and employees in the career and non-career service, whether permanent, provisional, temporary or casual, shall be allowed to monetize a maximum of thirty (30) days vacation leave/services credits, subject to the following conditions:
3. The guidelines for monetization are as follows:

Regular Monetization	Special Monetization
a. Up to thirty (30) days of vacation leave credits may be monetized, provided that: b. A minimum of 10 days shall be allowed for regular monetization: and c. There shall be remaining 5 days' vacation leave after monetization.	a. Special Monetization: at least 50% of total leave credits may be monetized, prioritizing vacation leave before sick leave.

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REQUIRED DOCUMENTS For Regular Monetization	REQUIRED DOCUMENTS For Special Monetization
- Duly accomplished Application for Leave (CSC Form No. 6) - Letter request approved by the Schools Division Superintendent For those who will use sick leave, attached supporting documents for health, medical, or hospital needs (e.g., medical certificate/abstract, hospital bills, doctor's prescription)	- Duly accomplished Application for Leave (CSC Form No. 6); - Letter request approved by the Schools Division Superintendent For those who will use sick leave, attached supporting documents for health, medical, or hospital needs (e.g., medical certificate/abstract, hospital bills, doctor's prescription) - Certificate issued by Barangay that they are under calamity, if applicable

Note: The number of days that may be monetized shall depend on the available savings as declared by the Finance Division.

4. Immediate dissemination and strict compliance with this Memorandum are desired.


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

References: as stated.
Encl.: as stated.
To be included in the Perpetual Index
under the following subjects:
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