



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

DEC 23 2025

DIVISION MEMORANDUM
No. 570, s. 2025

ADDITIONAL INFORMATION TO 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 relation to Division Memorandum No. 502 s. 2025, titled **Submission of Application for Monetization of Leave Credits**, this Office informs all concerned that SDO Bataan accepts additional request for Monetization of Leave Credits subject to savings.
2. All applications must be submitted on or before **December 26, 2025, 3:00pm** in SDO Records Office, through Administrative Division-Personnel Section.
3. All requirements specified in the previous Memorandum remain in full effect.
4. Immediate dissemination of 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:
MONETIZATION

BS1

December 23, 2025



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

www.depedbataan.com
bataan@deped.gov.ph

"We Mould Heroes"

