



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

JUN 03 2026

**DIVISION MEMORANDUM**

No. 252, s. 2026

**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

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 **Special Monetization of Leave Credits** with prioritization of medical needs until **June 8, 2026, 5:00PM**.
2. Qualified officials and employees may monetize a maximum of fifteen (15) days of leave credits, provided that the following conditions are met:
  - a. At least five (5) vacation leave credits shall remain after monetization.
  - b. The applicant must have accumulated no less than fifteen (15) vacation leave credits to monetize up to ten (10) days.
3. The following documents must accompany the application for Special Monetization:
  - Duly accomplished Application for Leave (CSC Form No. 6)
  - Letter request approved by the Schools Division Superintendent.
  - Supporting documents for health, medical, or hospital needs (e.g., medical certificate/abstract, hospital bills, doctor's prescription).
  - Certification of force majeure events, if application.



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4. The available savings estimated as Two Million Eight Hundred Thousand Pesos (PHP 2,800,000.00) incurred on current absences will be allotted for the priority special monetization.
5. Immediate dissemination of this Memorandum is desired.

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

SB1  
June 2, 2026



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[bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

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