



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum
 No. 164 s. 2023

November 30, 2023

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

To: OIC-Office of the Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD & CID)
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to CSC-DBM Joint Circular No. 2-97 dated June 25, 1997 in relation to the Joint CSC and DBM Circular No. 1 s, 1991 or the Rules Governing the Monetization of Leave Credits of Government Officials and Employees Rule IV of Section 1 which provides that official 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/service credits, subject to the following conditions:
 - a. there shall remain five (5) days vacation after monetization; and
 - b. said official or employees has accumulated no less than fifteen (15) days vacation leave in which case he can monetize no more than ten (10) days.
2. CSC MC No. 41 s. 1998 Section 23 states that monetization of 50% or more of vacation/sick leave credits shall be allowed for valid and justifiable reason such as:
 - a. Health, medical and hospital needs of the employee and the immediate members of his/her family;
 - b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;
 - c. Educational needs of the employee and immediate members of his/her family;
 - d. Payment of mortgages and loans which were entered into for the benefit, or which inured to the benefit of the employee and his/her immediate family;
 - e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs



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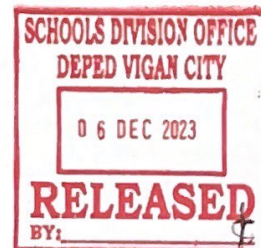
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- f. Other analogous cases as may be determined by the Commission.
3. The following are the required documents to support the application for monetization of service credits:
 - a. Duly accomplished Application for Leave (Form 6)
 - b. Letter request directed and approved by the SDS
 - c. Medical Certificate/abstract, hospital bills, doctor's prescription, etc (for health and medical needs); tuition statement (for educational needs);statement of accounts (for payment of mortgages and loans); program of works (minor and major repair of house)
4. The deadline for submission of application is until December 6, 2023.
5. The grant of monetization shall be based on the agency's available Personnel Service (PS) savings.
6. For information and guidance.


VILMA D. EDA CESO V
Schools Division Superintendent



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