



241-142

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

**DIVISION MEMORANDUM**

November 04, 2024

No. 391 S. 2024**PROCESSING AND SUBMISSION OF MONETIZATION  
REQUEST IN SDO VIGAN CITY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD&CID)  
Section and Unit Heads  
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, 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 Sec. 23 states that monetization of 50% or more of vacation/sick leave credits shall be allowed for valid and justifiable reasons such as:
  - a. Health, medical and hospital needs of the employee and the immediate members of his 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 the 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 case of extreme financial needs of the employee or his/her immediate family where the present source of income are not enough to fulfill basic needs such as food, shelter and clothing;
  - f. Other analogous cases as may be determined by the Commission.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: vigan.city@deped.gov.ph  
Website: www.depedviganacity.com

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3. The following are the required documents to support the application for monetization of service credits:
  - a. Ten (10) days up to thirty (30) days
    - i. Letter request directed and approved by the SDS
    - ii. Duly accomplished Application for Leave (Form 6)
  - b. More than thirty (30) days or more
    - i. Letter request directed and approved by the SDS
    - ii. Duly accomplished Application for Leave (Form 6)
    - iii. Clinical abstract/medical procedures (for health and medical needs); enrollment form/tuition statement (for educational needs); statement of accounts (for payment of mortgages and loans); program of works (for minor and major house repair); and barangay certification (for financial assistance brought by calamities)
4. The deadline for submission of application is until November 29, 2024.
5. The grant of monetization shall be based on the agency's available Personnel Service (PS) Savings.
6. Please be guided accordingly.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent

