



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

DIVISION MEMORANDUM
No. 881, s. 2025

PROCESSING OF MONETIZATION REQUESTS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD&CID)
Section and Unit Heads
Public Elementary and Secondary Schools 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 Rules 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) day's vacation/service credits, subject of 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 the immediate members of his/her 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;





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- 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.
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 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); or barangay certification (for financial assistance brought by calamities)
4. The deadline for submission of application is until November 28, 2025. Attachments must first be certified by the following personnel before submission to the Records section:
- a. For health and medical needs, Dr. Arlyn Batulan.
 - b. For minor and major house repair, Arch. Ben Lazo.
 - c. For all others, Atty. Kim R. Tagorda
5. A copy of the Certification as well as the process flow for submission is attached here for proper guidance. The grant of monetization shall be based on the agency's available Personnel Service (PS) Savings.
6. Widest dissemination of this memorandum is ordered.



Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent



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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CERTIFICATION

I, the undersigned, hereby certify, upon my **honor**, that I have thoroughly checked and reviewed the attached documents, listed or referenced herein.

I further certify that I have verified the **validity** and **authenticity** of these documents against applicable requirements and standards, and that all documents are, to the best of my knowledge and belief, **true, correct**, and **currently valid** copies or representations of the original records.

Certified by:



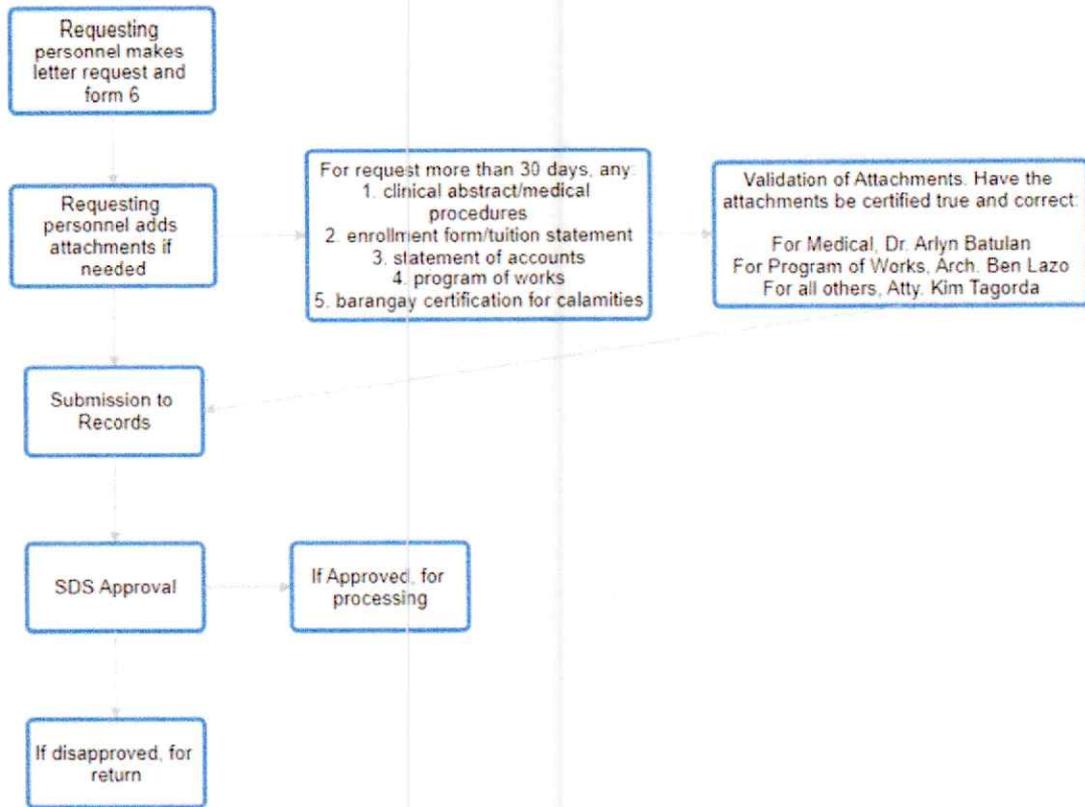
Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
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