



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 29, 2020

OFFICE MEMORANDUM

No. **446**, s. 2020

To: **All DepED RO VIII Regular Employees**

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

1. The Administrative Division-Personnel Section is now accepting application for monetization of leave credits until **November 10, 2020**.
2. The following are the required documents to support the application for monetization of leave credits:
 - 2.1 Application for Leave (CS Form 6);
 - 2.2 Letter request approved by the Regional Director;
 - 2.3 Medical certificate/abstract, hospital bills, doctor's prescription, etc. (for health, medical and hospital needs);
 - 2.4 Certificate of the barangay for force majeure events.
3. The allowable number of days shall be dependent on the available savings declared by the Finance Division.
4. Immediate dissemination of and strict compliance with this Memorandum are desired


RAMIR B. UYTICO EdD, CESO IV
Director IV

AD-PS-EDR

