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

November 15, 2023

OFFICE MEMORANDUM
AD-PS-2023- 697

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

To: All DepEd Regional Office VIII Permanent Employees

1. Pursuant to CSC-DBM Joint Circular No. 2-97 dated 25 June 1997 in relation to the Joint CSC and DBM Circular No., s. 1991 dated 27 June 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 application for monetization of leave credits until **November 30, 2023, 5:00 PM**.

2. Regular Monetization shall have a maximum of thirty (30) days' vacation leave credits while Special Monetization shall be 50% of the total leave credits consuming first the vacation leave before sick leave under the following conditions:

- a. A minimum of 10 days shall be allowed for regular monetization; and
- b. There shall be remaining 5 days' vacation leave after monetization.

3. The following are the required documents to support the application for monetization of leave credits:

For regular monetization:

- a. Duly accomplished Application for Leave (CSC Form No. 6); and
- b. Letter request approved by the Regional Director.
- c. Latest Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is applicable

For special monetization:

- a. Duly accomplished Application for Leave (CSC Form No. 6);
- b. Letter request approved by the Regional Director;
- c. Medical certificate/abstract, hospital bills, doctor's prescription, etc. (for health. medical and hospital needs); tuition statement, etc. (for educational needs; statement of accounts, etc. (for payment of mortgages and loans), other and other possible reasons; and
- d. Latest Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is applicable.

4. The allowable number of days to be monetized maybe adjusted depending on the available savings declared by the Finance Division.

5. Immediate dissemination of and compliance with this Memorandum are desired.

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EVELYN R. FETALVERO, CESO IV
Regional Director

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