



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 14 2023

DIVISION MEMORANDUM
No. 140, s. 2023

MONETIZATION OF LEAVE CREDITS FOR FY 2023 AND ONWARDS

- To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads/Officers-In-Charge
SDO Unit Heads
All Others Concerned
1. Officials and employees in the career and non-career service, whether permanent, temporary, casual or coterminous, who have accumulated 15 days of vacation leave credits shall be allowed to monetize minimum of 10 days, provided that at least 5 days are retained after monetization and provided further that a maximum of 30 days may be monetized in a given year (Sec. 22, Omnibus Rules on Leave; Rule XVI, Omnibus Rules, Implementing Book V of Executive Order No. 292).
 2. Under Section 23 of the Omnibus Rules on Leave, monetization of 50 percent (50%) or more of accumulated leave credits may be allowed for valid and justifiable reasons 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 family;
 - c. Educational needs of the employee and the immediate members of the 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 family;
 - e. In cases of extreme financial needs of the employee and his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;
 - f. Other analogous cases as may be determined by CSC thru the SDS.
 3. In view of the above, those who would like to request for MLC should submit the following documentary requirements to the Records Unit
 - a. Letter request addressed to the SDS and attention to the Budget Officer.
 - b. Accomplished Form 6 (Box 1 to 6)
 - c. Application for Monetization of Accumulated Leave Credits

NUM-2023-140

140



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdo.muntinlupa@gmail.com





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- d. Clinical abstract/medical procedures to be undertaken, medical prescriptions in case of health, medical and hospital needs;
 - e. Barangay certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc.
 - f. Proof of evidence for educational needs of the employee and immediate members of his/her family;
 - g. Proof of evidence for 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;
 - h. Copy of payslip 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 such as food, shelter and clothing.
4. The Records Officer (RO) shall return immediately incomplete application form and attachment to the one who filed the application.
 5. Special Monetization may be availed on the last month of the quarter while regular monetization will be on the 4th quarter of the year.
 6. Submission of the above requirements shall be on or before 10th of every 3rd month of the quarter to give ample time for the assessment of equal opportunity to everyone who applied and is entitled to such additional benefit on the determined quarterly Personnel (PS) Savings.
 7. Payment of monetization will be on a first come, first serve basis after giving preference to the employee holding position below salary grade 19 as the grant of monetization is based on available PS savings. Only the application with complete documentary requirements is to be considered in priority list.
 8. Only National Permanent Employees can be paid by the SDO PS Savings. Permanent Employee who have availed of the Special Monetization in any of the three quarter of the year will be the last priority in the payment of the regular monetization of leave credits at the end of the fiscal year.
 9. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

VUA/Budget – Monetization
140 June 13, 2023

NUM-2023-140



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City



(02) 805-9935, (02) 805 - 9940



sdo.muntinlupa@gmail.com



IQNet



Certified No: 18.1519.026

APPLICATION FOR MONETIZATION OF ACCUMULATED LEAVE CREDITS

Monet 202_ _ - _ - _

EMPLOYEE INFORMATION:

NAME (Last, First, Middle)

Division and Unit

This is to certify that all the
data I have provided is
true and correct:

Signature

Position

/ SG and Step / Monthly Salary

/ - / P

DETAILS OF APPLICATION**A. Nature of Application**

- ☐ Regular Monetization
☐ Special Monetization

B. Number of Days for Monetization

- ☐ Ten (10) Days
☐ 50% of Accumulated Leave Credits (ALC)
☐ More than Ten (10) Days but less than 50% of
ALC (Please Specify Number) _____

C. Justifiable Reasons (as per Supporting Documents)

- ☐ Health/Medical/Hospital needs
☐ Financial Aid and Assistance (Force Majeure)
☐ Educational Needs
☐ Payment of Mortgages and Loans
☐ Extreme Financial Needs
☐ Other Analogous Cases

D. For the Benefit of

- ☐ Applicant
☐ Applicant's Immediate Family
____ Single - Parents and Siblings
____ Married - Spouse, Children and Parents

Checked by:

LOURDES V. RODILLA

AO IV - RO

Date:

TO BE FILLED UP BY HRD

Available Vacation Leave

Processed by:

Available Sick Leave

ANGELA FRANCISCO

P Estimated Amount

AO IV - HR

Date:

ACTION ON APPLICATION

Recommended by:

☐ AO V - Budget**VIRMA AMISTOSO**

Date:

☐ Accountant III**SUSAN LABUNTOG**

Date:

Action Taken

☐ Approved☐ Disapproved

Date:

EVANGELINE P. LADINES CESO V

Schools Division Superintendent

DOCUMENTARY REQUIREMENTS

1. Health/Medical/Hospital Needs --- Clinical Abstract/Medical procedures to be undertaken
2. Financial Aid and Assistance (Force Majeure: Calamities, Typhoons, Fire, etc.) --- Barangay C
3. Educational Needs --- School Assessment/Official Receipts
4. Payment of Mortgages and Loans --- Demand letter or Statement of Account
5. Extreme Financial Needs/Assistance --- Copy of Payslip
6. This form will form part of the documents together with the approved leave application (CS Form 6) and justification letter for those who wished to avail of the special monetization.

INTERNAL GUIDELINES

1. Payment of monetization depends on the availability of savings per quarter (Special Monetization - every quarter and Regular Monetization - 4th quarter only - can be availed only once a year as per CSC Resolution No. 91-665)
2. The deadline of submission of application on Special Monetization will be on or before 10th of the month of the quarter; and will be on the first come and first serve basis after giving preference to applicant holding position below Salary Grade 19. Only the application with complete documentary requirements will be considered in the queuing.