



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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30 Jan 2020

DIVISION MEMORANDUM  
No. 042, s. 2020

**APPLICATION FOR MONETIZATION OF LEAVE CREDITS**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to inform the field that this Office will start accepting applications for monetization of leave credits starting February 2020, but only for the following purpose/s:
  - 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 property of the employee and his/her immediate family;
2. Applications for monetization must be submitted with complete attachments, as enumerated below:
  1. Letter request for monetization indicating the number of leave credits to be monetized and purpose/s
  2. CSC Form 6- Application for Leave Form, duly accomplished
  3. Latest Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is most recent
  4. Other supporting documents (e.g. receipts or bill from hospital)
3. Submission must be made to the Division Office c/o the Personnel Unit **on or before every 3<sup>rd</sup> day of the month. Only applications submitted with complete attachments and within the set deadline will be processed for the month.** Hence, all are advised to make sure that their application is submitted with complete attachments and within the set deadline.

OSDS/AMA

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Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
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*Illustration sample: Employee submitted application for monetization on February 5, 2020. Since it is submitted beyond the 3<sup>rd</sup> day of February, this application will be included in the batch for request to the Department of Budget and Management (DBM), for the month of March. If approved with budget and cash allocation after an estimate of fifteen (15) working days, the amount from monetization of leave credits may be released on the last week of March or 1<sup>st</sup> week of April.*

4. For information, guidance and compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

COMMUNICATIONS

REQUESTS

OSDS/AMA



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