



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

21 Feb 2020

DIVISION MEMORANDUM

No. 057, s. 2020

ADDENDUM TO DIVISION MEMORANDUM 42, S. 2020

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. In consideration of the new directive from Department of Budget and Management (DBM) Region 10, the following document shall be required in addition to the requirements stipulated in Division Memorandum 24, s. 2020, for monetization of leave credits.
➤ ***Certification that employee or his/her immediate family is in critical medical needs***
2. Attached is a sample template of the certification, which shall be made available at the Division Website under Downloadable forms.
3. All employees who submitted requests for monetization of leave credits for Calendar Year 2020 are required to submit the aforementioned requirement including those who have submitted on January to February 2020.
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





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

CERTIFICATION

To: **OLGA C. ALONSABE**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

This is to certify that the undersigned has recently submitted application for monetization of leave credits. This is to certify further that the monetary equivalent of the leave credits is intended for expenses incurred and/or to be incurred by the employee or his/her immediate family who is ***in critical medical needs***.

Issued this certification to serve as supporting document of the undersigned's application for monetization.

Issued this on the ____ day of _____, 2020 at Poblacion, El Salvador City, Misamis Oriental.

Signature over printed name of Employee

