



Republic of the Philippines

## Department of Education

REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

07 Dec 2020

DIVISION MEMORANDUM  
No. 904, s. 2020

### DEADLINE OF SUBMISSION OF REQUESTS FOR MONETIZATION OF LEAVE CREDITS (MLC)

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

1. This is to inform the field that savings are already identified from our PS Fund. Accordingly, this Office will be accepting requests for Monetization of Leave Credits, with the following purpose:
  - 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;
  - c. Education needs of the employee and the immediate members of his/her family;
  - d. Payment of mortgages and loans which were entered into for the benefit or which incurred to the benefit of the employee and his/her immediate family;
  - e. In case 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;
  - f. Other analogous cases as may be determined

2. Requests (*refer to item 2 of Division Memorandum 42, s. 2020 for the list of documentary requirements*) must be submitted on or before **December 10, 2020**.

OSDS/**AMA**



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3. For information & guidance.

**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:

BENEFITS      REQUESTS

OSDS/*AMA*

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