



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

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16 Mar 2021

DIVISION MEMORANDUM  
No. 093, s. 2021

**MONETIZATION OF LEAVE CREDITS FOR FY 2021**

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

1. This is to inform the field on the guidelines in processing of requests for the monetization of leave credits (MLC) in Fiscal Year (FY) 2021. Per DBM Circular Letter (CL) No. 2021-4 dated March 3, 2021, this Division will receive, process and release the grant of MLC only if savings in Personnel Services (PS) Fund is available.
2. Due to limited PS Funds allotted in this Division, the processing of application for MLC will only be limited for the reasons of **critical health, medical, and hospital needs of the employee and the immediate members of his/her family.**
3. Requests for MLC for reasons other than those stated above (par. 2) hereof will only be processed on a case to case basis, subject to extraordinary conditions which would justify release of MLC.
4. Employees who wish to apply for the MLC should submit the following requirements:
  - a. Approved Application for Leave (CS Form 6);
  - b. Justification Letter;

*And in addition to the reason allowed in par. 2:*

  - c. Medical Certificate;
  - d. If the patient is an immediate family member, Certification signed by the HRMO and Agency Head stating the relationship of the requesting government employee to the patient.

OSDS/KBG

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5. Received documents will then be reviewed, subject to the provisions of Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 41, s. 1998 and 16 s. 2002, and other related prevailing rules and regulations of the CSC and DBM. Any document not found to be in order shall be returned immediately, without action.
6. Complete and approved applications will then be processed for submission of a special budget request to DBM for the release of funds chargeable against the FY 2021 Pension and Gratuity Fund (PGF).
7. Releasing of MLC funds will be made only after the receipt of the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) from the DBM.
8. Enclosed in this Memorandum are the (1) Process Flow; (2) DBM Circular Letter No. 2021-4 and; (3) DBM Regional Advisory No. ROX-2021-03-01, to serve as reference.
9. This Office shall observe the Equal Opportunity Principle (EEOP). Hence, all decisions and actions relative to this matter shall be based solely on the guidelines set forth with no bias/discrimination based on race, ethnicity, sex, age, disability, national origin, religion and/or political affiliation.
10. Immediate dissemination of the Memorandum to all concerned is enjoined.

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

To be indicated in the Perpetual Index

BENEFITS                      PROCEDURE

OSDS/KBG

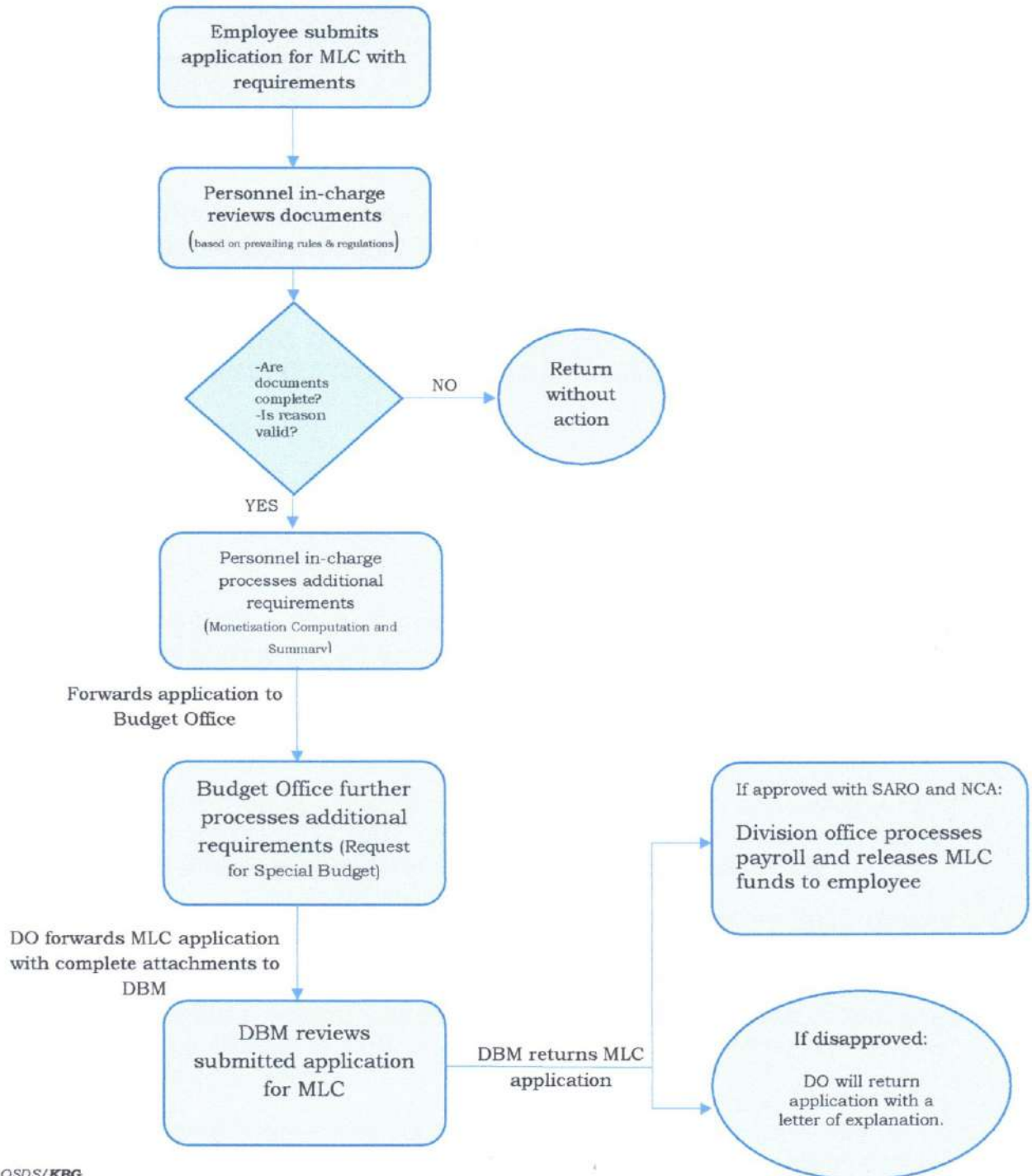


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Enclosure 1: Process flow



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**CIRCULAR LETTER**

No. 2021 - 4  
March 3, 2021

**TO : All Heads of Departments, Agencies, Bureaus, and Offices of the National Government, including State Universities and Colleges and Constitutional Offices, and All Others Concerned**

**SUBJECT : PROCESSING OF REQUESTS FOR THE RELEASE OF FUNDS FOR THE MONETIZATION OF LEAVE CREDITS IN FISCAL YEAR (FY) 2021**

- 1.0 This Circular is issued to prescribe the guidelines in the processing of requests for the release of funds for the monetization of leave credits (MLC) in FY 2021.
- 2.0 Guidelines:
- 2.1 The monetization of leave credits shall be processed by an agency, subject to the provisions of Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 41, s. 1998<sup>1</sup> and 16, s. 2002<sup>2</sup>, and other related prevailing rules and regulations of the CSC and the Department of Budget and Management (DBM).
- 2.2 Pursuant to Special Provision No. 1(d) of the Pension and Gratuity Fund (PGF) under the 2021 GAA, payment for monetization of leave credits for National Government personnel shall be charged against the PGF.
- 2.3 Due to the limited appropriations for PGF under the FY 2021 General Appropriations Act (Republic Act No. 11518), (this Special Purpose Fund being lower than the estimated requirements for the year as proposed under the President's Budget), the funds required for the payment of MLC shall instead be charged against any available released Personnel Services (PS) allotment of an agency.
- 2.4 However, an agency may submit a special budget request to DBM for the release of funds for the monetization of leave credits chargeable against the FY 2021 PGF, for reasons of **critical health, medical, and hospital needs of the employee and the immediate members of his/her family.**

<sup>1</sup> Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292), dated December 24, 1998

<sup>2</sup> Amendment to Section 23, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave, dated June 24, 2002

2.5 Requests for MLC for reasons other than those in item 2.4 hereof will only be processed on a case to case basis, subject to extraordinary conditions which would justify release of MLC.

3.0 This Circular shall take effect immediately.

  
**WENDEL E. AVISADO**  
Secretary



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION X

DBM Regional Advisory No. ROX-2021-03-01  
March 10, 2021



**Subject : Latest DBM Issuance: Circular Letter No. 2021-4 dated March 3, 2021**

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- 1.0 This is to inform all concerned of the newly issued DBM **Circular Letter (CL) No. 2021-4** dated March 3, 2021 Re: **"Processing of Requests for the Release of Funds for the Monetization of Leave Credits in Fiscal Year (FY) 2021"**.
- 2.0 To support the basic requirements for the above mentioned request that will qualify per par. 2.4 of the said CL 2021-4, the following additional supporting documents shall be submitted to this Office:
  - 2.1 Medical Certificate;
  - 2.2 If patient is an immediate family member, Certification signed by the HRMO and Agency Head stating the relationship of the requesting government employee to the patient.
- 3.0 The above guideline can be viewed and downloaded from our website at [www.dbm.gov.ph](http://www.dbm.gov.ph).
- 4.0 For your information and guidance. Thank you.

  
**RUDYLIA C. PARREL, CESO IV**  
OIC - Regional Director