



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

15 November 2021

DIVISION MEMORANDUM
No. 476, s. 2021

**DEADLINE OF SUBMISSION OF REQUESTS FOR
MONETIZATION OF LEAVE CREDITS(MLC) FOR FY 2021**

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 by the commission.

2. Applications for MLC must be submitted with complete attachments, as enumerated below:
 1. Letter Request
 2. 3 copies of duly accomplished CSC Form 6 (*Revised 2020*)
 3. Latest copy of Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is current.

OSDS/KBG



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
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4. Other supporting documents (e.g. receipts or bill from hospital) if request is for Health, Medical and Hospitalization purposes.
3. Requests must be submitted on or before **November 26, 2021**.
4. Release of MLC will be on a *first-come, first-served* basis, except for those identified employees whose requests were returned by DBM, they will be prioritized.
5. 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.
6. For information and guidance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

To be indicated in the Perpetual Index

BENEFITS

REQUESTS

OSDS/KBG



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