



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

19 December 2022

DIVISION MEMORANDUM  
No. 563, s. 2022

**DEADLINE OF SUBMISSION OF REQUESTS FOR  
MONETIZATION OF LEAVE CREDITS (MLC) FOR FY 2022**

To: **Schools Division Superintendent**  
**Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**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 (*Annex A- downloaded at website*)
  2. 3 copies of duly accomplished CSC Form 6 (*Revised 2020*)

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Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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3. If request for monetization is more than 50% or more of the leave credits:
  - a. Certification (*Annex B - downloaded at website*)
  - b. 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 **1 o'clock in the afternoon of December 21, 2022.**
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, PhD, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index

BENEFITS

REQUESTS

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**Annex A**

\_\_\_\_\_  
(Date)

**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent  
Department of Education – El Salvador City Division  
El Salvador City, Misamis Oriental

Dear **Dr. Alonsabe:**

I would like to monetize a total of \_\_\_\_\_ of my leave/service credits for the following reason/purpose/s:

- Health, Medical and Hospital Needs of the employee and the immediate members of his/her family;
- Financial aid and assistance brought about by force *majeure* events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;
- Education needs of the employee and the immediate members of his/her family;
- 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;
- 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;
- Other analogous cases as may be determined by the commission.

I hope for your favorable action on this request.

Very truly yours,

**NAME OF EMPLOYEE**

Position

Approved:

**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

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**Annex B**

## **CERTIFICATION**

To: **OLGA C. ALONSABE, PhD, CESO V**  
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 \_\_\_\_\_ at  
Poblacion, El Salvador City, Misamis Oriental.

\_\_\_\_\_  
Signature over printed name of Employee

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