***Annex B***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

**RANDOLPH B. TORTOLA**

Schools Division Superintendent

Department of Education – El Salvador City Division

El Salvador City, Misamis Oriental

Dear **Sir Tortola**:

I would like to monetize a total of **\_\_\_\_\_\_\_** days of my accumulated 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:

**RANDOLPH B. TORTOLA**

Schools Division Superintendent