



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

4 December 2023

DIVISION MEMORANDUM  
No. 537, s. 2023

**DEADLINE OF SUBMISSION OF REQUESTS FOR  
MONETIZATION OF LEAVE CREDITS(MLC) FOR FY 2023**

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.
2. Monetization of Leave Credits for Officials and Employees who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days and a maximum of 30 days. For Teachers, please be advised that your Vacation Service Credits will be converted first to Leave Credits with the following formula:

$$\frac{30y}{69} = \text{Vacation/Sick Leave Credits}$$

Where, 30= Number of days in a month  
Y=Total Vacation Service Credits  
69=No. of days of Summer & Christmas Vacation

3. Monetization of 50% or more of all accumulated vacation and sick leave credits may be allowed with the following purpose, subject to the discretion of the agency head and availability of funds:
  - 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;

OSDS/KBG



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)

*Handwritten signature*



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

---

- 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.
4. Applications for MLC must be submitted with complete attachments, as enumerated below:
- a. If request for monetization is only 10 or more of the Vacation Leave Credits:
    1. Letter Request (*Annex A - downloaded at website*)
    2. 3 copies of duly accomplished CSC Form 6 (*Revised 2020*)
  - b. If request for monetization is more than 50% or more of the accumulated leave credits:
    1. Letter Request (*Annex B - downloaded at website*)
    2. 3 copies of duly accomplished CSC Form 6 (*Revised 2020*)
    3. Supporting documents
      - a. CLINICAL ABSTRACT/MEDICAL PROCEDURES TO BE UNDERTAKEN IN CASE OF HEALTH, MEDICAL AND HOSPITAL NEEDS
      - b. BARANGAY CERTIFICATION IN CASE OF NEED FOR FINANCIAL ASSISTANCE BROUGHT BY CALAMITIES, TYPHOONS, FIRE, ETC.
      - c. JUSTIFICATION ON FINANCIAL NEEDS FOR THE EDUCATION OF EMPLOYEE OR CHILDREN
      - d. CERTIFICATION (*Annex C - downloaded at website*)
5. Requests must be submitted on or before **1 o'clock in the afternoon** of **December 6, 2023**.
6. To accommodate all requests, release of MLC will be in **proportion** based on the available funds.
7. 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.
8. For information and guidance.

  
**RANDOLPH B. TORTOLA**

Schools Division Superintendent

To be indicated in the Perpetual Index

BENEFITS

REQUESTS

OSDS/**KBG**

---



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)



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

---

**Annex A**

\_\_\_\_\_  
(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 \_\_\_\_\_ days of my Vacation Leave Credits for the purpose of \_\_\_\_\_.

Hoping for your favorable action on this request.

Very truly yours,

**NAME OF EMPLOYEE**

Position

Approved:

**RANDOLPH B. TORTOLA**

Schools Division Superintendent

---

OSDS/**KBG**



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)



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

---

**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

---

OSDS/KBG



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)



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

---

*Annex C*

## CERTIFICATION

To: **RANDOLPH B. TORTOLA**  
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 \_\_\_\_\_ (PURPOSE) \_\_\_\_\_.

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

---

OSDS/**KBG**



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)