

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

10 December 2024

DIVISION MEMORANDUM
 No. 510, s. 2024

**DEADLINE OF SUBMISSION OF REQUESTS FOR
 MONETIZATION OF LEAVE CREDITS(MLC) FOR FY 2024**

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 this Office will be accepting requests for Monetization of Leave Credits.
2. Monetization of Leave Credits for Officials and Employees who have accumulated at least a total of thirty (30) days or more of vacation leave credits shall be allowed to monetize a minimum of ten (10) days and a maximum of thirty (30) days. For those who have accumulated a total of less than thirty (30) days of vacation leave credits, this office will determine the allowable number of days to be monetized.
3. Teachers, please be advised that your Vacation Service Credits will be converted first to Leave Credits with the following formula:

<p>30y/69 = 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</p>

4. 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;

OSDS/KBG

(w)



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882-6326
Website: www.depedelsalvadorcity.net
Email: elsalvador.city@deped.gov.ph


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- 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.
5. 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*)
6. Requests must be submitted on or before **5 o'clock in the afternoon of December 17, 2024.**
7. To accommodate all requests, release of MLC will be in **proportion** based on the available funds.
8. 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.
9. For information and guidance.

RANDOLPH B. TORTOLA 
Schools Division Superintendent

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To be indicated in the Perpetual Index

BENEFITS REQUESTS

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

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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

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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

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