



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

DIVISION MEMORANDUM
NO. **469**, s. 2023

September 11, 2023

**SUBMISSION OF DOCUMENTS FOR THE PROCESSING OF MONETIZATION OF
LEAVE CREDITS CHARGEABLE TO AVAILABLE PS SAVINGS FOR CY 2023**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads of Public Elementary Schools
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All Others Concerned

1. This Office announces the submission of documents for the processing of Monetization of Leave Credits wherein funding requirement will be generated from the PS Savings of the Agency.
2. **Regular Monetization** - Official and employees who have accumulated fifteen (15) days of Vacation Leave (VL) shall be allowed to monetize a minimum of Ten (10) days: Provided that at least Five (5) days VL credit is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.
3. **Special Monetization** – under Section 23 of the Omnibus Rules on Leave, monetization of 50% or more of accumulated leave credits may be allowed for valid and justifiable reason such as: a. Health, medical and hospital needs of the employee and the immediate members of the family; b. Financial aid brought about by force majeure; c. Education needs of the employee and the immediate family.
4. To qualify for the monetization, officials and employee must have at least 15 days vacation leave credits for Regular Monetization and at least 30 days vacation and sick leave credits for Special Monetization as of August 31, 2023.
5. Deadline of submission of documents shall be on or before **October 9, 2023**, while payment is on **December 29, 2023** subject to availability of funds (Allotment and Notice of Cash Allocation)
6. Submission beyond the said dates shall no longer be accepted.



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7. Documentary Requirements

Regular Monetization (2 Sets – 1 Original and 1 Photocopy)

- Request letter
- Approved Leave Application (Form 6)
- Photocopy of ATM
- Copy of Leave Card
- Service Record or Latest NOSA/NOSI

Special Monetization (2 Sets – 1 Original and 1 Photocopy)

- Request letter
- Approved Leave Application (Form 6)
- Copy of Leave Card
- Service Record or Latest NOSA/NOSI
- Clinical Abstract/ medical procedures to be undertaken in case of health, medical and hospital needs of the employee and the immediate members of the family
- School Registration Form, Official Receipt of Tuition Fee
- Photocopy of ATM

8. The approved leave credits applied for the monetization shall be automatically be reverted to the leave balances of the officials and employees in any case that the generated savings will not be sufficient to fund all the requests.

9. Widest dissemination of this memorandum is desired.

Romeo M. Alip, Ph.d, CESO V
Schools Division Superintendent

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