



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

DIVISION MEMORANDUM
NO. 550, s. 2025

September 12, 2025

**SUBMISSION OF DOCUMENTS FOR THE PROCESSING OF MONETIZATION OF
LEAVE CREDITS CHARGEABLE TO AVAILABLE PS SAVINGS FOR CY 2025**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads of Public Elementary Schools
School Heads of Public Elementary Schools
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 Office.
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 atleast 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 atleast 15 days vacation leave credits for Regular Monetization and atleast 30 days vacation and sick leave credits for Special Monetization as of August 31, 2025.
5. Deadline of submission of documents to Personnel Unit shall be on or before **October 13, 2025**, while payment is on **December 26, 2025** subject to availability of funds. (First submission with complete documents first to be allotted with funds)



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6. All concerned Personnel shall strictly comply with the following timelines. Submission beyond the abovementioned date shall no longer be accepted.

Deadline	Unit in Charge	Submitted to
October 13, 2025	Requesting Personnel	SDO Personnel Unit
November 13, 2025	SDO Personnel Unit	Accounting Unit
December 23, 2025	Accounting Unit	Cashier Unit

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

9. Widest dissemination of this memorandum is desired.

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

