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

DIVISION MEMORANDUM
NO. 543, s. 2026

September 12, 2026

SUBMISSION OF DOCUMENTS FOR THE PROCESSING OF MONETIZATION OF LEAVE CREDITS FOR CY 2026

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 is **Subject to Availability of Funds** (PS Savings of this Office for CY 2026, if any).

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, 2026.

5. All concerned Personnel shall strictly comply with the following timelines. Submission beyond the abovementioned date shall no longer be accepted. First submission with complete documents, first to be allotted with funds

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Website:www.depedpampanga.ph

Deadline	Unit in Charge	Submitted to
October 12, 2026	Requesting Personnel	SDO Personnel Unit
November 12, 2026	SDO Personnel Unit	Accounting Unit
December 21, 2026	Accounting Unit	Cashier Unit
December 28, 2026	Cashier Unit	Crediting to ATM

6. 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

7. In case that the generated savings will not be sufficient to fund all the requests, this Office shall automatically revert the leave balances of the officials and employees.

8. Widest dissemination of this memorandum is desired.

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

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