



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

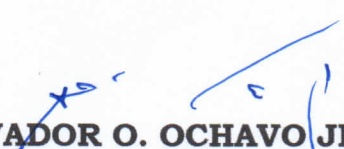
DIVISION ADVISORY No. 443, s. 2021

November 10, 2021

To : Public Schools District Supervisors
All others concerned

Attention: Administrative Officers II of the Districts

1. The Schools Division Office will prepare the Payroll for the grant of **Monetization request** from the District offices for those qualified personnel.
2. Be advised that the Administrative Officer II assigned to the district office should gather the **Form 6** duly accomplished by the concerned personnel except the data as to the total number of leave credits.
3. The consolidated documents must be submitted with a transmittal signed by the AO II not later than **November 12, 2021, 12:00 noon**, at the **Administrative Section, c/o Ms. Donna Paraless**.
4. Immediate dissemination of and compliance with this Advisory is desired.


SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent
NOV 10 2021

