



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

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September 9, 2022

**DIVISION MEMORANDUM**

No. 324, s. 2022

**PROCESSING OF MONETIZATION REQUESTS FOR CY 2022**

- To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools
1. This is to announce to the field that requests for monetization of Leave Credits for CY 2022 is now accepted in the Division Office.
  2. Personnel entitled to avail of monetization are as follow:
    - a. Division Office non-teaching personnel
    - b. SHS Assistant Principals and non-teaching personnel
    - c. Elementary School Heads and District non-teaching personnel
    - d. ALS implementers
  3. Considering budgetary limitations, the allowable number of days to be monetized are as follows:

SG 1-9	up to 30 days
SG 10-up	maximum of 20 days
  4. The duly accomplished Form 41 of interested personnel shall be endorsed by the school/office head and submitted to the Division Office, c/o **Ms. Dona Parales** not later than **September 30, 2022**. Incomplete documents will not be accepted.



Address: Banica, Roxas City  
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5. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

*osds/admin*

Encl: None

Reference: None

To be indicated in the Perpetual Index  
Under the following subjects:

EMPLOYEE

BENEFITS

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