

#### Republic of the Philippines

## Department of Education

REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

August 29, 2023

DIVISION MEMORANDUM No. 4 1 7 s. 2023

#### PROCESSING OF MONETIZATION REQUESTS FOR CY 2023

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

All Others Concerned

- 1. This is to announce to the field that requests for Monetization of Leave Credits (MLC) for CY 2023 are now accepted in the Division Office.
- 2. Personnel entitled to avail of monetization are as follows:
  - a. Division Office personnel
  - b. SHS Assistant Principals and non-teaching personnel
  - c. Secondary non-implementing unit School Heads and non-teaching personnel
  - d. Elementary School Heads and District non-teaching personnel
  - e. Property Custodians and ALS implementers
- 3. Considering budgetary limitations, the allowable number of days to be monetized are as follows:

SG 1-9 maximum of 25 days SG 10-17 maximum of 20 days SG 18-up maximum of 10 days

- 4. In view of the above, those who would like to request for MLC should submit the following documentary requirements to their respective Districts (for Elementary and Secondary personnel):
  - a. Three (3) copies of CSC Form 6 (Annex A)
  - b. Photocopy of Designation signed by SDS (for Property Custodians and ALS)
  - c. Photocopy of latest pay slip
- 5. District AO II shall be in-charge of consolidation of the necessary attachments including preparation of transmittal letter and submission to the Division Office on or before **September 22, 2023, c/o Ma. Sharon S. Barrientos of Personnel Unit**.
- 6. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC/D. APOSIN EdD, CESO V

Schools Division Superintendent

Encl.: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEE

BENEFITS

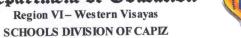
DDB/ DM\_Monetization2023 0002/ August 29, 2023



Address: Banica, Roxas City Contact Number: (036) 620 2371 Website: http://depedcapiz.ph



# Republic of the Philippines **Department of Education**Region VI – Western Visayas





Stamp of Date of Receipt

### ADDI ICATION EOD I EAVE

Banica, Roxas City

	API	PLICATION FOI	Y LEAVE	
1 OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)
DEPED,				
DATE OF FILING 4. POSITION			5. SALARY	
		6. DETAILS OF APPI	LICATION	
A TYPE OF LEAVE TO BE AVAILE	ED OF		6.B DETAILS OF LEAVE	
Vacation Leave (Sec. 51, Rule XM, Omnibus Rules Implementing E.O. No. 292)			In case of Vacation/Special Privilege Leave:	
Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules implementing E.O. No. 292)			Within the Philippines	
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			Abroad (Specify)	
Maternity Leave (R.A. No. 11210/ IRR issued by CSC, DOLEand SSS)			In case of Sick Leave:	
Paternity Leave (R.A. No. 8187/CSCMC No. 71, s. 1998, asamended)			In Hospital (Specify Illness)	
Special Privilege Leave (Sec. 21, Rule XM, Omnibus Rules Implementing E.O. No. 292)			Out Patient (Specify Illness)	
Solo Parent Leave (RANo. 8972/CSCMCNo. 8, s. 2004)			In case of Special Leave Benefits for Women:	
Study Leave (Sec. 68, Rule XM, Omnibus Rules Implementing E.O. No. 292)			(Specify Illness)	
10-Day VAWC Leave (RANo. 9262 / CSC MCNo. 15, s. 2005)			In case of Study Leave:	
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			Completion of Master's Degree	
Special Leave Benefits for Women (RANo.9710/CSCMCNo.25, s. 2010)			BAR/Board Examination Review Other	
Special Emergency (Calamity) Leave (CSCMCNo.2, s. 2012, asamended)			purpose:	
Adoption Leave (R.A. No. 8552)			Monetization of Leave Credits	
Others:			Terminal Leave	
INCLUSIVE DATES			Not Requested Requested	
			(Signature of Applicant)	
	7. [	DETAILS OF ACTION O	N APPLICATION	
7.A CERTIFICATION OF LEAVE CF	REDITS		7.B RECOMMENDATION	
Asof		<u> </u>		
	Vacation Leave	Sick Leave	For approval	
Total Eamed			For disapproval due to	
Less this application				
Balance				
Datano	- 1			
MA SHA	ARON S. BARRIEN	ITOS	KENN	ETH D. ANOCHE
Administrative Officer IV/HRMO II			EPS II - ALS/ OIC - AO V	
- 0 + 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			7.D DISAPPROVED DUE TO:	
7.C APPROVED FOR:			DIGHT HOTED DOLLO	
days with pay days without pay				
others (Specify)				
others (openin)				
	_		APOSIN EdD, CESO V	
		Schools Divis	ion Superintendent	