



Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

August 29, 2023

**DIVISION MEMORANDUM**  
No. 417 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.: None  
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  
SCHOOLS DIVISION OF CAPIZ  
Banica, Roxas City



Stamp of Date of Receipt

**APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT DEPED,	2. NAME: (Last)	(First)	(Middle)
3. DATE OF FILING	4. POSITION	5. SALARY	

**6. DETAILS OF APPLICATION**

<p><b>6.A TYPE OF LEAVE TO BE AVAILED OF</b></p> <p><input type="checkbox"/> <b>Vacation Leave</b> (Sec. 51, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> <b>Mandatory/Forced Leave</b> (Sec. 25, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> <b>Sick Leave</b> (Sec. 43, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> <b>Maternity Leave</b> (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> <b>Paternity Leave</b> (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> <b>Special Privilege Leave</b> (Sec. 21, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> <b>Solo Parent Leave</b> (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> <b>Study Leave</b> (Sec. 68, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> <b>10-Day VAWC Leave</b> (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> <b>Rehabilitation Privilege</b> (Sec. 55, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> <b>Special Leave Benefits for Women</b> (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> <b>Special Emergency (Calamity) Leave</b> (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> <b>Adoption Leave</b> (R.A. No. 8552)</p> <p><input type="checkbox"/> <i>Others:</i> _____</p>	<p><b>6.B DETAILS OF LEAVE</b></p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review <i>Other</i></p> <p><i>purpose:</i> _____</p> <p><input checked="" type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p><b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b></p> <p>_____</p> <p>INCLUSIVE DATES</p> <p>_____</p>	<p><b>6.D COMMUTATION</b></p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: right;">(Signature of Applicant)</p>

**7. DETAILS OF ACTION ON APPLICATION**

<p><b>7.A CERTIFICATION OF LEAVE CREDITS</b></p> <p style="text-align: center;">As of</p> <table border="1" style="width:100%; border-collapse: collapse; margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:35%;">Vacation Leave</th> <th style="width:35%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p style="text-align: center;"><b>MA. SHARON S. BARRIENTOS</b> Administrative Officer IV/HRMO II</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance	-	-	<p><b>7.B RECOMMENDATION</b></p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p style="text-align: center;"><b>KENNETH D. ANOCHE</b> EPS II - ALS/OIC - AOV</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance	-	-											

<p><b>7.C APPROVED FOR:</b></p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p><b>7.D DISAPPROVED DUE TO:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>MIGUEL MAC D. APOSIN EdD, CESO V</b> Schools Division Superintendent</p>	