



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

**DIVISION MEMORANDUM**  
 No. 191 s. 2026

11 MAY 2026

**PROCESSING OF MONETIZATION REQUESTS FOR FY 2026**

TO : Assistant Schools Division Superintendent  
 OIC Chief Education Program Supervisors, SGOD & CID  
 Education Program Supervisors  
 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 FY 2026 are now accepted in the Division Office **for Budget Request and Allocation**.
2. Personnel entitled to avail of monetization are as follows:
  - a. Division Office personnel
  - b. SHS Assistant Principals and non-teaching personnel
  - c. Secondary implementing & non-implementing unit School Heads and non-teaching personnel
  - d. Elementary School Heads and non-teaching personnel
  - e. ALS implementers & Property Custodians (subject to availability of leave credits)
3. In view of the above, those who would like to request for MLC should submit the following documentary requirements:
  - a. Three (3) copies of CSC Form 6 (Annex A)
  - b. One (1) Photocopy of Designation signed by SDS (for ALS/Property Custodians)
  - c. Photocopy of Appointment (if latest position is not yet reflected in payroll)
4. All documents shall be submitted to the Division Office on or before **May 18, 2026** and must be orderly arranged in a color-coded folder as follows:

Level	In-Charge of Consolidation	Admin Personnel In-Charge	Color of Folder
SDO	Section Secretary	Dona D. Parales	White
Elementary & Integrated Sch.	Central School AO II		Yellow
SHS	ADAS II	Charito Atienza	Red
JHS Implementing Units	ADAS III		Blue
JHS Non-Implementing Units	ADAS II		Green

5. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
 Schools Division Superintendent

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

EMPLOYEE BENEFITS

DDB/ DM\_Monetization2026  
 055/ May 11, 2026



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph  
**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 _____	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"/> Vacation Leave (Sec. 51, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210/IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187/ CSCMC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (R.A. No. 8972/ CSCMC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9262/ CSCMC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (R.A. No. 9710/ CSCMC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSCMC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p><input checked="" type="checkbox"/> Others: <u>MONETIZATION OF LEAVE CREDITS</u></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 Other</p> <p>purpose: _____</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 style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Less this application</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</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>DARWIN D. BRILLO</b> AOM/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>MA. SHARON S. BARRIENTOS</b> Administrative Officer V</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 style="text-align: center;"><b>ROEL F. BERMEJO</b> Schools Division Superintendent</p>
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