



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



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**DIVISION MEMORANDUM**

**TO: ALL ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL REGULAR DIVISION PERSONNEL  
ALL SCHOOL-BASED REGULAR NON-TEACHING PERSONNEL**

**FROM:** The Office of the Schools Division Superintendent

**SUBJECT: SCHEDULE FOR SUBMISSION OF REQUEST FOR MONETIZATION OF  
LEAVE CREDITS**

**DATE:** April 22, 2019

1. The field is hereby informed that this Office is setting a deadline for the submission of request for monetization. Please take note of the following schedules, to wit:

<b>Implementing Units</b>	<b>Submission of Leave Form</b>	<b>Submission of Working Papers</b>
<b>NOTE:</b> No more request for the month of November and December.	Every <b>2<sup>nd</sup> Wednesday</b> of the Month (Starting on the month of May to October)	Every <b>3<sup>rd</sup> Wednesday</b> of the Month (May to October)

<input checked="" type="checkbox"/> <b>Division Personnel</b> <input checked="" type="checkbox"/> <b>School Heads &amp; Non-Teaching Personnel under Division Plantilla</b> <b>NOTE:</b> No more request for the month of November and December.	<b>Submission of Leave Form</b>
	June 12, 2019
	August 14, 2019
	October 16, 2019

2. A minimum of 10 days and a maximum of 30 days can be monetized in a year subject for validation of HR Office. (Should not exceed 50% or more of the accumulated leave credits and provided at least five (5) days is retained in your vacation leave after monetization.
3. Designated teaching personnel entitled to Vacation and Sick Leave Credits are also allowed to file for monetization.
4. Interested applicants for monetization are directed to submit the following, to wit:

**Division & Non-Teaching Personnel under Division Plantilla:**

- a. Duly accomplished Leave Form (CS Form 6) – two (2) copies
- b. Designation (for teaching personnel entitled to Vacation and Sick Leave Credits) if applicable – one (1) copy

**Implementing Units:**

- a. Duly accomplished Leave Form (CS Form 6) in three (3) copies for SDS/AO V approval.

**For Working Papers attachment:**

- a. Approved Leave Form (Form 6) – One (1) copy
  - b. Letter request of the School Head addressed to RD Annabelle M. Atillo, CESO III thru RD Atty. Alberto T. Escobarte, CESO III – Three (3) copies
  - c. Summary of Monetization/working papers duly signed by School HR and School Head – Three (3) copies
  - d. Certification of No PS Savings available – One (1) copy
  - e. Designation (for teaching personnel entitled to Vacation and Sick Leave Credits) if applicable – one (1) copy
  - f. Certification of no teaching load and rendering services during summer and christmas vacation for Guidance Counselor and Registrar - one (1) copy
  - g. Certified photocopy of NOSA/ NOSI if an employee is currently granted a step increment.
5. Wide and immediate dissemination of this Memorandum is desired.

  
**NELSON C. LOPEZ, CESO VI**  
Schools Division Superintendent

DEPARTMENT OF EDUCATION  
DIVISION OF TAGUM CITY  
RECORDS SECTION

**RELEASED**

By:     *JRM*    

Date: APR 25 2018 Time: 3:05

Remarks: Disseminated 448-19-4