



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 3, 2022

OFFICE MEMORANDUM

No. **626**, s. 2022

To: **ALL DEPED REGIONAL OFFICE VIII PERMANENT EMPLOYEES**

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

1. Pursuant to CSC-DBM Joint Circular No. 2-97 dated 25 June 1997 in relation to the Joint CSC and DBM Circular No., s. 1991 dated 27 June 1991 or the "Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees," this Office, through the Administrative Division-Personnel Section, is now accepting application for monetization of leave credits until **November 15, 2022**.

2. Monetization of a maximum of thirty (30) days of leave credits may be availed subject to the following conditions:

- a. There shall remain five (5) days' vacation leave credits after monetization; and
- b. Said official or employee has accumulated no less than fifteen (15) vacation leave credits, in which case he can monetize no more than ten (10) days.

3. The following are the required documents to support the application for monetization of leave credits:

For regular monetization:

- a. Duly accomplished Application for Leave (CSC Form No. 6); and
- b. Letter request approved by the Regional Director.

For special monetization:

- a. Duly accomplished Application for Leave (CSC Form No. 6);
- b. Letter request approved by the Regional Director;
- c. Medical certificate/abstract, hospital bills, doctor's prescription, etc. (for health. medical and hospital needs); and
- d. Certificate of the barangay for force majeure events.

4. The allowable number of days to be monetized shall be dependent on the available savings declared by the Finance Division.

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

AD-PS-COZ



[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director

