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

March 21, 2023

OFFICE MEMORANDUM

No. **170**, s. 2023

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

**RELEASE OF FUNDS FOR MONETIZATION OF LEAVE CREDITS (MLC)
CHARGED TO PENSION AND GRATUITY FUND (PGF),
FY 2023 GENERAL APPROPRIATIONS ACT (GAA)**

1. Pursuant to the Department of Budget and Management Region VIII Advisory dated February 21, 2023, with the subject "Release of Funds for Monetization of Leave Credits (MLC) Charged to Pension and Gratuity Fund (PGF), FY 2023 General Appropriations Act (GAA), this Office, through the Administrative Division, will be accepting applications for monetization of leave credits until **March 24, 2023**.

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

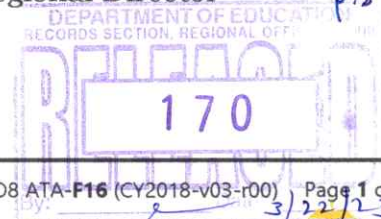
- a. Duly accomplished Application for Leave (CSC Form No. 6);
- b. Letter request approved by the Regional Director;
- c. Medical certificate/abstract, hospital bills, doctor's prescription, etc. (for health. medical and hospital needs); tuition statement, etc. (for educational needs; statement of accounts, etc. (for payment of mortgages and loans), other and other possible reasons; and
- d. Latest Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is applicable.

3. Processing of MLC requests charged to PGF, regardless of reason, is subject to the provisions of Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 41, s.1998 and 16, s. 2002, and other related prevailing rules and regulations of the CSC and DBM. However, this policy may change depending on the evaluation of the fund's availability by June 30, 2023.

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


EVELYN R. FETALVERO, CESO IV
Regional Director

AD-PS-COZ





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

ADVISORY

February 21, 2023

FOR:

- The Regional Director, Schools Division Superintendents and Heads of Implementing Unit Secondary Schools**
Department of Education VIII
- The Regional Director and Chief Medical Centers**
Department of Health VIII
- The Regional Director and District Engineers**
Department of Public Works and Highways VIII
- The Regional Director and Vocational School Administrators**
Technical Education and Skills Development Authority
- The Regional Director**
Commission on Higher Education VIII

FROM: **THE REGIONAL DIRECTOR**
DBM Regional Office No. VIII

SUBJECT: **RELEASE OF FUNDS FOR MONETIZATION OF LEAVE CREDITS (MLC) CHARGED TO PENSION AND GRATUITY FUND (PGF), FY 2023 GENERAL APPROPRIATIONS ACT (GAA)**


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- 1.0 This refers to the processing of requests for release of funds for monetization of leave credits charged to PGF.
 - 2.0 Item 2.1.8 of Schedule II of National Budget Circular (NBC) No. 590 dated January 3, 2023¹ mentions that the PGF shall be used to fund monetization of leave credits of government employees, among others. In this regard, requests of funds for payment of MLC charged to PGF may be processed by this level, subject to the submission Special Budget Request (SBR) and supported with the following documents, to wit:
 - List of Personnel Availing Monetization of Leave Credits (LPAMLC) using the prescribed format with the Certification of Non-availability of Savings;

¹ Guidelines on the Release of Funds for FY 2023

- Monthly Disbursement Program (BED No. 3), in case cash is requested; and
- Latest Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is applicable.

3.0 Based on past years' policy guidelines, the PGF was only allowed to be charged with MLC due to extraordinary circumstances such as when medical emergencies are concerned. Currently, the instruction from the DBM-Central Office provides for processing of MLC requests charged to PGF, regardless of reason, subject to the provisions of Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 41, s. 1998¹ and 16 s. 2002², and other related prevailing rules and regulations of the CSC and the DBM. However, this policy may change depending on the evaluation of the fund's availability by June 30, 2023.

3.0 For information and compliance, please. Thank you.


IMELDA C. LACERAS, CESO III

¹ Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292), dated December 24, 1998

² Amendment to Section 25, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave, dated June 2, 2002