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

October 15, 2025

OFFICE MEMORANDUM
AD-PS-2025-517

SUBMISSION OF APPLICATION FOR MONETIZATION
OF LEAVE CREDITS

To: All DepEd Regional Office VIII Permanent Employees

1. In accordance with CSC-DBM Joint Circular No. 2-97 dated 25 June 1997, and 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 **October 31, 5:00 PM**.
2. The guidelines for monetization are as follows:
 - a. **Regular Monetization:** Up to thirty (30) days of vacation leave credits may be monetized, provided that:
 - i. A minimum of 10 days shall be allowed for regular monetization; and
 - ii. There shall be remaining 5 days' vacation leave after monetization.
 - b. **Special Monetization:** At least 50% of total leave credits may be monetized, prioritizing vacation leave before sick leave.
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);
 - b. Letter request approved by the Regional Director; and
 - c. Latest Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is applicable.

For special monetization:

 - a. Duly accomplished Application for Leave (CSC Form No. 6);
 - b. Letter request approved by the Regional Director;
 - c. Supporting documents based on the purpose of monetization:
 - i. Medical certificate/abstract, hospital bills, doctor's prescription, etc. (for health. medical and hospital needs)
 - ii. Tuition statement, etc. (for educational expenses)
 - iii. Statement of accounts, etc. (for payment of mortgages and loans)
 - iv. Other relevant documents for applicable reasons
 - d. Latest Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is applicable.
4. The number of leave days eligible for monetization may be adjusted based on the available savings as determined by the Finance Division.
5. Immediate dissemination of and compliance with this Memorandum are desired.



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CIVIL SERVICE COMMISSION

DEPARTMENT OF BUDGET AND MANAGEMENT

JOINT CIRCULAR NO. 2-97

25, June 1997

AMENDATORY RULES AND REGULATIONS GOVERNING THE
MONETIZATION OF LEAVE CREDITS OF GOVERNMENT
OFFICIALS AND EMPLOYEES

The following rules and regulations are being promulgated and adopted to amend Rules IV and VI of Joint CSC-DBM Circular No. 1, s. 1991, governing the monetization of leave credits of government officials and employees:

Rule IV. Monetization of Leave/Service Credits

Section 1. Officials and employees in the career and non-career service, whether permanent, provisional, temporary or casual, shall be allowed to monetize a maximum of thirty (30) days vacation leave/service credits, subject to the following conditions:

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

Section 2. The monetization of leave credits shall be availed of only once a year. However, for 1997, an official or employee who has already monetized ten (10) working days in accordance with Joint CSC-DBM Circular No. 1, s. 1991, may be allowed to monetize the balance of twenty (20) working days provided there shall remain no less than five (5) days leave to his credit after monetization.

Section 3. An official or employee who availed of this privilege shall still go on five (5) days forced leave, subject to the provisions of

Executive Order No. 1077 dated January 9, 1986 and its implementing rules and regulations.

Rule VI. Funding and Effectivity

Section 1. Funding. - Funding for the implementation of the monetization of vacation leave/service credits shall be charged against any savings of the department, agency, government-owned/-controlled corporation or local government unit concerned. For purposes of this Circular, "savings" is as defined under Section 54 (Meaning of Savings and Augmentation), General Provisions, FY 1997 General Appropriations Act.

In the utilization of savings, agencies shall give priority to the augmentation of the items enumerated under Sections 55 (Priority in the Use of Savings) and 56 (Use of Savings for the Implementation of the Magna Carta of Public Health Workers), General Provisions, FY 1997 GAA. Employees holding positions below salary grade 19 shall be given preference in the availment of this privilege.

Section 2. Effectivity. - This Joint Circular shall take effect immediately.

Coracion Alma G. de Leon
CORACION ALMA G. DE LEON
Chairman

Salvador M. Enriquez Jr.
SALVADOR M. ENRIQUEZ JR.
Secretary