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

November 24, 2026

OFFICE MEMORANDUM
AD-PS-2026- 612

EXTENDED PERIOD FOR FILING OF APPLICATIONS FOR MONETIZATION OF LEAVE CREDITS

To: All DepEd Regional Office VIII Permanent Employees

1. With reference to Office Memorandum No. 530, s.2026, this Office announces the extension on the period for the filing of application for monetization of leave credits for Calendar Year 2026 until **December 01, 2026, 5:00 PM**.

2. All other provisions on the aforementioned issuance are still in effect.

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

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

AD-PS-COZ

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

October 13, 2026

OFFICE MEMORANDUM
AD-PS-2026- 530

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

To: All DepEd Regional Office VIII Permanent Employees

1. Pursuant to CSC-DBM Joint Circular No. 2-97 dated 25 June 1997, and Joint CSC and DBM Circular No., s. 1991 dated 27 June 1991, otherwise known as the Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees, the Administrative Division-Personnel Section is now accepting applications for the monetization of leave credits until **October 31, 2026, 5:00 PM**.

2. The guidelines for monetization are as follows:

A. Regular Monetization
Employees may monetize up to thirty (30) days of vacation leave credits, subject to the following conditions:
a. A minimum of 10 days shall be allowed for regular monetization; and
b. A balance of at least five (5) days' vacation leave credits shall remain after monetization.

B. Special Monetization
Employees may monetize at least fifty percent (50%) of their total accumulated leave credits, with vacation leave credits to be exhausted first before sick leave credits.

3. The following documentary requirements shall be submitted in support of the application:

For regular monetization:
a. Duly accomplished Application for Leave (CSC Form No. 6, revised 2020);
b. Letter request addressed to and 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, revised 2020);
b. Letter request addressed to and approved by the Regional Director;
c. Supporting documents relevant to the purpose of monetization, such as:
- Medical certificate, hospital abstract, hospital bills, doctor's prescription, and similar documents for medical and hospital expenses;
- Tuition assessment. Statement of account, or similar documents for educational expenses;
- Statement of account or equivalent documents for payment of mortgages and loans.
- 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 credits approved for monetization may be adjusted subject to the availability of funds and savings, as determined by the Finance Division.

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

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

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DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL
530
By: Date: 10/13/26