



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

December 11, 2020

DIVISION MEMORANDUM
No. 631 s. 2020

TO : Assistant Schools Division Superintendent
Chiefs of SGOD & CID
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
Non-Teaching Personnel, and all others Concerned

SUBJECT : **MONETIZATION OF LEAVE CREDITS FOR 2020**

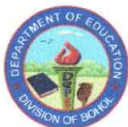
For the information and guidance of all concerned, this Office announces the release of Regular Monetization of Leave Credits chargeable against the savings for CY 2020.

The qualification of Regular Monetization for officials and employees who have accumulated fifteen (15) days of vacation leave (VL) shall be allowed to monetize a minimum of ten (10) days: Provided that at least five (5) days VL credits is retained after monetization and provided-further that a maximum of thirty (30) days may be monetized in a given year.

The following are the documents to support the application of monetization of leave credits:
a. Letter Intent, b. Approved Leave Application (CS Form 6). Qualified officials and employees must have submitted their application for regular monetization on/or before **December 15, 2020**, at the Division Human Resource Management Office. Application received after the deadline shall not be entertained.

Widest dissemination of this memorandum is desired.


BIANITO A DAGATAN EdD, CESO V
Schools Division Superintendent



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