



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

Office of the Schools Division
Superintendent

December 2, 2021

DIVISION MEMORANDUM

No. 1157 s. 2021

GRANT OF REGULAR MONETIZATION OF LEAVE CREDITS FOR FY 2021

To: Assistant Schools Division Superintendents
Heads of SDO Functional Division
Heads of Sections
Public Schools District Supervisors
School Heads
Non-Teaching Personnel
All Others Concerned

1. Recognizing the needs of the non-teaching personnel serving in the division office proper, districts, and schools for additional funds for their living expenses especially at this time of pandemic, this office hereby authorized the payment of regular monetization of leave credits for fiscal year 2021.
2. Any employee who has accumulated vacation leave credits is eligible provided that a balance of at least five (5) days vacation leave credits remain after monetization. This is pursuant to Section 22, CSC Memorandum Circular No. 41, s. 1998 dated December 24, 1998.
3. The following documentary requirements must be submitted to the SDO Human Resource Management Unit on or before **December 10, 2021 (Friday)**:
 - a. Letter Intent
 - b. Duly accomplished Civil Service Form No. 6 (Revised 2020)
 - c. Certification from CID Chief (for ALS and DALSC)
 - d. Designation Order (for SICs/TICs)
4. The SDO shall utilize the available savings from Personnel Services for payment of monetization thus the number of days shall be prorated to applicants equally.
5. Widest dissemination of this memorandum is desired.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent

