



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

**Office of the Schools Division  
Superintendent**

12 December 2022

DIVISION MEMORANDUM  
No. 0800 s. 2022

**APPLICATION FOR REGULAR MONETIZATION FOR FY 2022**

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

1. All personnel with leave credits sufficient to be granted monetization of leave credits pursuant to Section 22, CSC Memorandum Circular No. 41, s. 1998 dated December 24, 1998, may now submit their applications for regular monetization to the SDO Human Resource Section **on or before December 16, 2022.**
2. The following are the documents to be submitted:
  - a. Letter Intent
  - b. Duly Accomplished CSC Form 6 (Revised 2020)
  - c. Certification from CID Chief (for ALS and DALSC)
  - d. Designation Order signed by the SDS (for SICs and TICs)
3. This is in anticipation for the savings in Personnel Services allotment that the SDO may incur at the end of the current year. However, this is yet to be determined and may not be achieved depending on the additional allotment that the SDO will receive within the month. Thus, the grant of the regular monetization is not yet fully guaranteed.
4. The maximum number of days that may be availed of for regular monetization shall be released in a separate memorandum.
5. For information, guidance, and compliance.

*AE*  
**BIANITO A. DAGATAN, EdD, CESO V**  
Schools Division Superintendent

sdobudget/mvj



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