



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran

Office of the Schools Division
Superintendent

February 10, 2023

DIVISION MEMORANDUM
No. 0071 , s. 2023

**PROCESSING OF REQUESTS FOR THE MONETIZATION OF LEAVE CREDITS IN
FISCAL YEAR (FY) 2023**

TO: Assistant Schools Division Superintendents
Chief CID & OIC Chief SGOD
Education Program Supervisors
Schools District Supervisors/OIC-PSDS
Elementary and Secondary School Principals
Non-Teaching Personnel
All others concerned

1. Pursuant to Joint Circular Letter No. 1, s. 2023 dated February 03, 2023, by the Department of Budget and Management RO VII & DepEd RO VII, this Office announces the acceptance of request for **Special Monetization** of leave credits for **first batch** not later than February 28, 2023 at the Personnel Section c/o Mrs. May D. Bastes AO II, provided that requests for Monetization of Leave Credits shall be under **extraordinary circumstances only where medical emergencies and hospital needs are the main concerned.**
2. Consistent with the provisions cited in Circular Letter and the requirements in previous releases, monetization of leave credits chargeable against the FY 2023 Pension and Gratuity Fund (PGF), strictly allowed for reasons of critical health, medical, and hospital needs of the employee and the immediate member of his/her family. **The following documents to submit are Letter Intent, Revised Form 6 and copy of recent documents (ex. Medical Certificate etc.) as proof to justify the claim under medical emergencies concerned.** Late submission of request will not be accepted but shall be reserved for the second batch submission will be in August 2023.
3. For the information, guidance and strict compliance of all concerned.


BIANITO A. DAGATAN, Ed.D., CESO V
Schools Division Superintendent 

SDS/ADMIN/BAD/fma



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