



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

Office of the Schools Division
Superintendent

July 7, 2023

DIVISION MEMORANDUM
No. 0324, s. 2023

**PROCESSING OF REQUESTS FOR SPECIAL MONETIZATION OF LEAVE CREDITS FOR
SECOND BATCH FY-2023**

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

1. For the information and guidance to all concerned, the Department of Budget and Management (DBM) will start accepting the special request for 2nd batch monetization of leave credits in FY 2023. All interested applicants shall **submit their letter intent together with the Revised Form 6 and copy of recent proof documents to support (ex. Medical certificate, school billing statement, pictures or damaged structures etc.)** not later than Friday, July 28, 2023 at the Personnel Section. Late submission of request will not be accepted to ensure the on-time submission of our request to DBM in August 2023.
2. All request for monetization of 50% of all accumulated vacation/sick leave credits shall be allowed based on the following valid and justifiable reasons such as:
 - 2.1. Health, Medical and hospital needs of the employee and the immediate members of his/her family;
 - 2.2. Financial aid and assistance brough about by force majeure events such as calamities, typhoons fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;
 - 2.3. Educational needs of the employee and the immediate members of his/her family;
 - 2.4. Payment of mortgages and loans which were entered into for the benefit or which incurred to the benefit of the employee and his/her immediate family.
3. For the information, guidance and strict compliance of all concerned.

EVANGEL M. LUMINARIAS PhD., CESO V
Schools Division Superintendent

