



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

December 12, 2023

DIVISION MEMORANDUM
No. **0545**, s. 2023

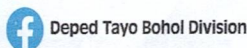
GRANT OF MONETIZATION OF LEAVE CREDITS

To: Assistant Schools Division Superintendents
Heads of SDO Functional Divisions
Public Schools District Supervisors
School Heads
All Others Concerned

1. The Office of the Schools Division Superintendent through the Administrative Service Division now accepts applications for monetization of leave credits. The **qualified personnel** for this benefit are non-teaching personnel and school heads including ALS teachers who have available leave credits and who have not yet availed of the special monetization this year. The availment of monetization is only once in a year per Sec. 22 of CSC Res. No. 98-3142 dated December 14, 1998.
2. Kindly submit the following documents to support your application:
 - a. **For Regular Monetization** (maximum of 30 days)
 - i. Duly Accomplished CSC Form 6 (Revised 2020)
 - ii. Designation Order signed by SDS (for SICs and TICs)
 - b. **For Special Monetization** (half of total leave credits)
 - i. Duly Accomplished CSC Form 6 (Revised 2020)
 - ii. Designation Order signed by SDS (for SICs and TICs)
 - iii. Supporting documents for the reason of special monetization such as Statement of Accounts of Loans and Tuition Fees, Hospital Bills, among others.
3. Deadline of submission of application is on Monday, **December 18, 2023.**
4. This is in anticipation of the remaining PS balance that may arise after the December salary, thus the fund is not guaranteed.
5. For information, guidance, and compliance.

EVANGEL M. LUMINARIAS Ph.D., CESO V
Schools Division Superintendent

OSDs/Finance Service/Budget Unit/mvmj



Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
www.depedbohol.org