



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

**Office of the Schools
Division Superintendent**

March 7, 2024

DIVISION MEMORANDUM
No. 105, s. 2024

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 (MLC). The **qualified personnel** for this benefit are non-teaching personnel and school heads including ALS teachers who have available leave.
2. The MLC availment is subject to available funds from the Pension and Gratuity Fund of the Department of Budget and Management (DBM) through Circular Letter No. 2024-1 dated January 31, 2024. The said Circular Letter also identified the allowable reason for monetization, which is, Sec. 4.0 "... payment of MLC may be allowed under extraordinary circumstance, e.g., for medical emergencies and calamity-related concerns..." (underscoring supplied).
3. Kindly submit the following documents to support your application:
 - i. Duly Accomplished CSC Form 6 (Revised 2020)
 - ii. Designation Order signed by the SDS (for SICs and TICs)
 - iii. Letter Request and Supporting documents for the reason of monetization such as but not limited to hospital bills, medical certificate, program of work/bill of materials and pictures of house damage (in case of house repair due to calamities or force majeure).
4. Deadline for submission of application is on Wednesday, **March 13, 2024.**
5. For information and guidance.

CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

OSDs/Finance Service/Budget Unit/mvmj



Deped Tayo Bohol Division

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