



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

Office of the Schools Division
Superintendent

October 14, 2025

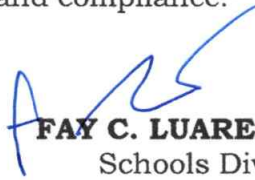
DIVISION MEMORANDUM

No. 704, s. 2024

**PROCESSING OF REQUESTS FOR THE MONETIZATION OF LEAVE CREDITS IN
FISCAL YEAR (FY) 2025**

To: Assistant School Division Superintendents
Heads of SDO Functional Divisions and Sections
Education Program Supervisors
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 October 30, 2025**.
2. The following are the documents to be submitted:
 - a. Letter Intent
 - b. Duly Accomplished CSC Form 6 (revised 2020)
 - c. 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 regular monetization is not yet fully guaranteed.
4. For information, guidance, and compliance.


FAY C. LUAREZ EdD, PhDTM, CESO VI
Schools Division Superintendent