



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

March 22, 2024


DIVISION MEMORANDUM

No. 256, s. 2024

**CLARIFICATIONS ON THE GRANTING OF REQUESTS
FOR MONETIZATION OF LEAVE CREDITS**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/
District Coordinating Principals
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. Effective immediately, granting/approval of monetization of leave credits shall be based on the following parameters:
 - a) Applicant must have at least fifteen (15) days accumulated vacation leave (VL) credits balance as of date of application;
 - b) As a general rule, only the VL credits shall be allowed for monetization. While monetization of 50% or more of the accumulated leave credits may be allowed, these are limited to the valid and justifiable reasons stipulated in MC No. 16, s. 2002 dated June 24, 2002. Under the identified circumstance/s SL credits may be allowed for such, provided that vacation leave credits shall be exhausted first, and provided further that the employee shall attach letter of intent with documentary proof/s in support of the reasons indicated therein.
 - c) Under Section 2 of the CSC-DBM Joint Circular No. 2-07, the monetization of leave credits shall be availed of only once a year.
 - d) Monetization of leave credits shall be upon the approval of the Schools Division Superintendent subject to availability of funds.
2. Immediate and wide dissemination of this Memorandum is desired.


CRISTY C. EPE, CESO V
Schools Division Superintendent



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