



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**Office of the Schools Division  
Superintendent**


DIVISION MEMORANDUM  
No. 105, s. 2023

**PROCESSING OF REQUEST FOR THE MONETIZATION OF LEAVE CREDITS  
IN FY 2023**

To: Assistant Schools Division Superintendents  
CID and SGOD Chief Education Supervisors  
Public Schools District Supervisors/ District In-charge  
Elementary and Secondary School Heads  
Non-Teaching Personnel  
All Others Concerned

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1. Anent to Circular Letter No. 2022-4 dated February 15, 2022 issued by the Department of Budget and Management (DBM), this division through the Human Resource Management Unit (HRMU) is now accepting application for monetization of leave credits for first and second batch subject to the provisions of the prevailing rules and regulations of the Civil Service Commission and Department of Budget and Management.
  2. Consistent with the provisions cited above, monetization of leave credits chargeable against the FY 2023 PGF **shall be limited to payment for critical health, medical, and hospital needs of the employee and the immediate member of his/her family.**
  3. Please find attached list of requirements for your reference. For inquiries, all concerned may contact the HRMU at (035) 422-0267.
  4. Deadline of submission with complete requirements is on:  
  
1<sup>st</sup> Batch – February 28, 2023  
2<sup>nd</sup> Batch – August 31, 2023
  5. For information and immediate dissemination of this memorandum is desired.

By the Authority of the Schools Division Superintendent:

  
**MARCELO K. PALISPIS, Ed.D, JD**  
OIC - Assistant Schools Division Superintendent  
Office In-Charge

SPP/JMA-MKP-NLR/Adsp/jdjaz  
February 14, 2023



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**Address:**Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:**(035)225-2838 / 225-2376 / 422-7644  
**Email Address:**negros.oriental@deped.gov.ph

**MONETIZATION**

(3 copies each)

Name : \_\_\_\_\_  
Emp. No. : \_\_\_\_\_  
Position : \_\_\_\_\_  
Code/School : \_\_\_\_\_  
Salary : \_\_\_\_\_

- \_\_\_\_\_ Indorsement from PSDS & School Head (1 copy only)
- \_\_\_\_\_ Letter of Intent (with Noted by: SDS name at the lower part)
- \_\_\_\_\_ Fully filled out Form 6 (Revised 2020)
- \_\_\_\_\_ Medical Certificate
- \_\_\_\_\_ Updated Service Record
- \_\_\_\_\_ Updated NOSI/NOSA
- \_\_\_\_\_ Designation signed by SDS (for ALS Teacher)

Checked by : \_\_\_\_\_  
School/District In-charge