



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

PAY-0922-00001

DIVISION MEMORANDUM

No. 176 s. 2022

TO : Assistant Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Section Heads
Public Elementary and Secondary School Heads
All Non-Teaching Personnel Concerned

FROM : **DANILO E. DESPI**
Schools Division Superintendent

SUBJECT : **MONETIZATION OF LEAVE CREDITS IN FISCAL YEAR 2022**

DATE : September 7, 2022

1. Per DBM Circular Letter No. 2022-4 dated February 15, 2022 Re: Processing of Requests for the monetization of leave credits in Fiscal Year 2022. This circular is issued to prescribe guidelines in the processing of the monetization of leave credits (MLC) and clarify its funding source.
2. Maximum of 10 (ten) days monetization is hereby allowed to ensure the release of MLC to the interested personnel of this division.

General Rules on the Monetization of Leave Credit

(Omnibus Rules on Leave – Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 292 dated December 24, 1998)

Sec. 22. Officials and employees in the career and non-career service whether permanent, temporary, casual or coterminous, who have accumulated fifteen days (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.

3. All interested personnel are hereby advised to submit **Civil Service Form No. 6** on or before **September 9, 2022** at the Personnel Section c/o Payroll Unit.
4. For your information and guidance.



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