



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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December 16, 2025

**DIVISION MEMORANDUM**  
**NO. 54, s. 2025**

**DIVISION POLICY ON THE APPLICATION FOR  
MONETIZATION OF LEAVE CREDITS**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Public Schools District Supervisors/OIC-PSDS  
Heads, Public Elementary and Secondary Schools  
Non-teaching Personnel  
All Others Concerned

1. The Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order 292, defines monetization as the payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.
2. As a matter of policy, this Office is streamlining the application process for monetization of leave credits using the attached **CHECKLIST OF REQUIREMENTS FOR MONETIZATION** and subject to the conditions set forth by the Omnibus Rules on Leave, to wit:
  - a. Sec. 22 – *Monetization of leave credits*. Officials and employees in the career and non-career service whether permanent, temporary, casual, or coterminous, who have accumulated fifteen (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. (Provided for under CSC MC No. 41, s. 1998)
  - b. Sec. 23 – *Monetization of 50% or more of vacation/sick leave credits*. Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

  
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- i. Health, medical and hospital needs of the employee and the immediate members of his/her family,
- ii. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family,
- iii. Educational needs of the employee and the immediate members of his/her family,
- iv. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family,
- v. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing, and
- vi. Other analogous cases as may be determined by the Commission.

The monetization of 50 percent or more of the accumulated leave credits shall be upon the favorable recommendation of the Schools Division Superintendent and subject to availability of funds.

3. Nonetheless, the field is reminded that pursuant to Section 1.a of Rule IV – *Restrictions, Funding and Effectivity* of the Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees, “*Any employee who avails of this privilege shall not be allowed to go on vacation leave simultaneously with the monetization of leave credits. This provision, however, shall not be applied to those who shall go on sick leave.*”
4. Commission on Audit (COA) Circular No. 2023-004, dated June 14, 2023, prescribes the updated documentary requirements for common government transactions, amending COA Circular No. 2012-001. Specific to the monetization of leave credits, Section 5.8 of said circular provides the following documentary requirements:
  - a. Approved leave application with leave credit balance certified by the Human Resources Officer,



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- b. Request for monetization of leave covering more than ten days duly approved by the Head of Agency (i.e., the Schools Division Superintendent),
- c. For monetization of 50 percent or more:
  - i. Clinical abstract/medical procedures to be undertaken in case of health, medical, and hospital needs,
  - ii. Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc.,
  - iii. Justification on financial needs for the education of employee or children.
5. As an additional documentary requirement for Implementing Units (IUs), the Certificate of availability of funds signed by the School Administrative Assistant III (Senior Bookkeeper) and noted by the School Head shall also be submitted.

**If and only if the application is approved by the Schools Division Superintendent** (*emphasis supplied*) that the Senior Bookkeeper shall pay the monetized leave credits of those employees, otherwise such payment will be disallowed.

6. The abovementioned documents together with the duly accomplished and signed Civil Service (CS) Form No. 6, revised 2020 (Application for Leave) shall be submitted to this Office for processing.
7. To facilitate the approval process, applicants are advised to print the checklist and consult the focal person in-charge of monetization to verify if the applicant is indeed qualified.
8. Lastly, it is reiterated that the grant for the monetization of leave credits shall be based on the agency's available savings. To ensure equal opportunity among all employees, grant of monetization of leave credits shall be limited to (1) availment per year.



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9. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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Name : \_\_\_\_\_  
 Position : \_\_\_\_\_  
 School : \_\_\_\_\_  
 District : \_\_\_\_\_

CHECKLIST OF REQUIREMENTS FOR MONETIZATION			This portion to be filled by SDO focal		
	[ ] REGULAR MONETIZATION	[ ] SPECIAL MONETIZATION		Y	N
1	2 copies of letter of intent approved by SDS?			[ ]	[ ]
2	3 copies of duly accomplished Form 6?			[ ]	[ ]
2.a	Certification of leave credits signed by HRMO?			[ ]	[ ]
2.b	Form 6 approved by SDS?			[ ]	[ ]
2.c	Leave card already updated?			[ ]	[ ]
3		Only allowed for:  MEDICAL PURPOSES Original medical certificate?			
3.a				[ ]	[ ]
3.b		EDUCATIONAL PURPOSES Original proof of registration/unpaid balances signed by authorized personnel?		[ ]	[ ]
3.c		CALAMITY PURPOSES Original barangay certification?		[ ]	[ ]
4	Newly appointed teacher-in-charge?			[ ]	[ ]
4.a	If answer to item 4 is YES, designation attached?			[ ]	[ ]
5	Teachers are not allowed to monetize unless:				
5.a	Head Teacher?			[ ]	[ ]
5.b	ALS Teacher?			[ ]	[ ]
Note: <b>If and only if the application is approved by the SDS</b> (emphasis supplied) that the Senior Bookkeeper shall pay the monetized leave credits of applicants, otherwise such payment will be disallowed.					
6	Applicant assigned in an Implementing Unit (IU)?			[ ]	[ ]
6.a	Certificate of Availability of Funds signed by Senior Bookkeeper?			[ ]	[ ]
6.b	Certificate of Availability of Funds noted by School Head?			[ ]	[ ]
6.c	Approved by SDS?			[ ]	[ ]