



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

Office of the Schools Division
Superintendent

19 JAN 2024


DIVISION MEMORANDUM
No. 0054, s. 2024

**APPLICATION FOR MONETIZATION OF LEAVE CREDITS
FY 2024**

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

1. Pursuant to CSC-DBM Joint Circular No. 2-97 dated June 25, 1997, in relation to the Joint CSC and DBM Circular No. 1 s. 1991 or the Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees, this Office through the Human Resource Management Unit (HRMU) is now accepting application for monetization of leave credits for first and second batch FY 2024.
2. Qualified applicants must submit three (3) original copies of the following:
 - Endorsement from PSDS & School Head (1 copy only)
 - Letter of Intent stating the reason for Monetization (with Noted by: SDS name at the lower part)
 - Duly accomplished Form 6 (Revised 2020)
 - Updated Service Record
 - Designation signed by the SDS (For ALS & TIC)
 - Certificate of availability of funds (for Implementing Units only)
3. For relevant concerns, you may contact the HRMU thru (035) 422-0267.
4. Deadline of submission with complete requirements is on:
1st Batch – February 23, 2024
2nd Batch – August 23, 2024
5. Immediate dissemination with this Memorandum is directed.

By the Authority of the Schools Division Superintendent:


LANI B. YURONG
Administrative Officer V
Office In-Charge

SPP/JMA-MKP-NLR/AdsP/jdliaz
January 19, 2024



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



Deped Tayo SDS Negros Oriental



depednegor.net