



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

Tel. no. 533-60-85 Fax. no. 532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com



November 25, 2013

DIVISION MEMORANDUM

TO: OIC - ASDS
Education Program Supervisors
Public Elementary and Secondary School Principals
Division Section Chiefs

SUBJECT: MONETIZATION OF VACATION LEAVE CREDITS FOR CY 2013

Officials and employees in the career and non-career service, whether permanent, temporary, casual or coterminous, who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of 10 days, provided that at least 5 days is retained after monetization and provided further that a maximum of 30 days may be monetized in a given year (Sec. 22, Omnibus Rules on Leave; Rule XVI, Omnibus Rules Implementing Book V of Executive Order No. 292).

Under Section 23 of the Omnibus Rules on Leave, monetization of 50 percent or more of **all** accumulated leave credits (**vacation and sick leave**) may be allowed for valid and justifiable reasons, such as:

- Health, medical and hospital needs of the employee and the immediate members of his/her family,
- 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,
- Educational needs of the employee and the immediate members of his/her family,
- 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
- 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,
- Other analogous cases as may be determined by the CSC

In this regard, school officials and non-teaching personnel who have already submitted their request must have the following supporting documentary requirements:

- Approved leave application (ten days) with leave credit balance certified by the Human Resource Officer;
- Request for leave covering more than ten days duly approved by the Head of Agency;
- For monetization of 50 percent or more:
 - Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs;
 - Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc.

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Deadline for submission of the said documents is on November 27, 2013. Please do take note also that approval for requested monetization **shall be subject to evaluation as to the sufficiency of savings** available to accommodate all requests.

Immediate and wide dissemination of this memorandum is desired.


EVANGELINE P. LADINES
OIC - Schools Division Superintendent