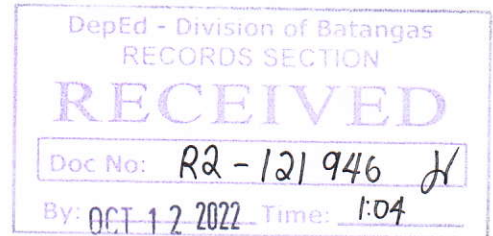




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



12 October 2022

DIVISION MEMORANDUM

No. 319, s. 2022

**ADDENDUM TO DM 314, s. 2022 RE: SUBMISSION AND GUIDELINES ON
THE GRANT OF MONETIZATION OF LEAVE CREDITS FOR FY 2022**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the released Division Memorandum No. 314 s. 2022 Re: Submission and Guidelines on the Grant of Monetization of Leave Credits for FY 2022, the Schools Division Office hereby issues the additional requirements for the application of monetization of leave credits, to be prepared and submitted:

1.1 For ten (10) days:

- 1.1.1 Form 6 (2 copies)
- 1.1.2 Request letter (2 copies)
- 1.1.3 Service Record
- 1.1.4 Copy of ATM Card

1.2 For thirty (30) days and 50%

- 1.2.1 Form 6 (2 copies)
- 1.2.2 Request letter (2 copies)
- 1.2.3 Service Record
- 1.2.4 Copy of ATM Card
- 1.2.5 Copy of supporting document justifying the request, such as School registration for education, hospital bills/ medicine purchase, house bills/ bill of materials.

2. Wide dissemination and strict compliance with this memorandum are enjoined.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R/11-22-2021



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