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

25 September 2026

DIVISION MEMORANDUM
No. 475, s. 2026

SUBMISSION AND GUIDELINES ON THE GRANT OF MONETIZATION OF LEAVE CREDITS FOR FY 2026

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. Accordingly, and pursuant to Joint CSC-DBM Circular No. 1 series of 1991 and Joint CSC-DBM Circular No. 2 series of 1997, this Office hereby announces the submission of application for monetization of leave credits - FY 2026, to ensure equitable payment of monetization of leave credits, this Agency hereby adopts the following guideline on the grant of said benefit:

   1.1. Regular Monetization - officials and employees who have accumulated fifteen (15) days of vacation leave shall be allowed to monetize a minimum of ten (10) days provided that at least five (5) days VL credits is retained after monetization.

2. To qualify for regular monetization, officials and employees must have at least fifteen (15) days of vacation leave credits earned as of October 31 of the current year.

3. The monetization of the accumulated leave credits shall be upon the evaluation of submitted documents, **favorable recommendation of the agency head and subject to the availability of funds**.

4. The following are the documentary requirements for the application of monetization of leave credits, to be prepared and submitted:

   4.1 For ten (10) and thirty (30) days:
   - 4.1.1 Form 6 (2 copies)
   - 4.1.2 Request letter (2 copies)
   - 4.1.3 Service Record
   - 4.1.4 Copy of ATM Card

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website:www.depedbatangas.com

4.2 For fifty percent 50%
- 4.2.1 Form 6 (2 copies)
- 4.2.2 Request letter (2 copies)
- 4.2.3 Service Record
- 4.2.4 Copy of ATM Card
- 4.2.5 Copy of supporting document justifying the request, such as:
  - a. Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs
  - b. Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc.
  - c. Justification on financial needs for the education of employee or children

5. All applications, together with the complete documentary requirements, must be submitted to this Office **on or before October 08, 2026**.

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

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

JBP/ SUBMISSION OF 2026 MONETIZATION/
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