



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

08 October 2025

**DIVISION MEMORANDUM**  
**No. 566, s. 2025**

**SUBMISSION AND GUIDELINES ON THE GRANT OF MONETIZATION OF LEAVE CREDITS FOR FY 2025**

**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 2023, 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



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- 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. The deadline for submission is until October 15, 2025 for Areas 2 & 3, and October 16, 2025 for Areas 1 & 4.
6. Wide dissemination and strict compliance with this memorandum are enjoined.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

JBP/ SUBMISSION OF 2025 MONETIZATION/  
S2-112386/ 10/08/2025