



Department of Education
Region X-Northern Mindanao



DIVISION OF ILIGAN CITY

Gen. Aguinaldo St., Iligan City
Telefax No. (063) 221-6069

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DIVISION MEMORANDUM

No. 96, series of 2017

To : ALL CHIEFS, EDUCATION PROGRAM SUPERVISORS
EDUCATION PROGRAM SPECIALISTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PRINCIPALS/SCHOOL HEADS
NON-TEACHING PERSONNEL
This Division

From : 
RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent

Date : July 4, 2017

RE : **Clarification to Division Memorandum Number 85, s. 2016**

This has reference to the previously issued Division Memorandum Number 85, s. 2016 attached as Annex A for ready reference. Said Memorandum has changed the period within which this Office is to accept application for monetization of leave credits pursuant to consultation with the Department of Budget and Management Regional Office X, that is, every second Monday of the month instead of the previous practice of filing the application only once in a given year.

Nothing therein shows that it has amended Sections 22 and 23 of the Omnibus Rules on Leave which provides in part (*Emphasis is ours*):

Section 22. Monetization of Leave Credits. – xxx, and provided further that a maximum of thirty (30) days may be monetized in a given year.

*Section 23. Monetization of 50% or more of vacation/sick leave credits. – xxx.
The monetization of 50% or more of accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.*

To minimize if not eradicate all doubts relative thereto, a request form is attached as Annex B (Form B-Personnel) to be used in every request to monetize leave credits balance in addition to other supporting documents. Form B may be downloaded at depediligan.weebly.com.

Immediate dissemination of this Memorandum is desired.



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DIVISION MEMORANDUM

No. 05, series of 2016

To : ALL CHIEFS, EDUCATION PROGRAM SUPERVISORS
EDUCATION PROGRAM SPECIALISTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PRINCIPALS/SCHOOL HEADS
TEACHING AND NON-TEACHING PERSONNEL
This Division

From : 
RANDOLPH B. TORTOLA, CESO VI
Schools Division Superintendent

RE : **FILING OF APPLICATION FOR MONETIZATION**

Date : May 11, 2016

Per consultation with the Department of Budget and Management Regional Office X, submission of request for Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) for Monetization is every first week of the month. In this regard, this Office will accept Application for Monetization with corresponding supporting documents every second Monday of the Month. Applications received thereafter will be processed on the succeeding month.

Only complete and correctly filled-up forms and/or supporting documents will be received by the Office. For questions pertaining to the requirements, please refer to the School or District Personnel In-charge.

For strict compliance.



REQUEST FORM MONETIZATION OF LEAVE CREDITS

DATE _____

RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent
Iligan City

Sir:

Greetings!

This is to request approval of my intent to monetize my leave credits balance, to wit:

VACATION LEAVE _____
SICK LEAVE _____
TOTAL NO. OF DAYS _____

Once granted, the money would be used to *(please specify the reason/s for request)*:

Attached are supporting documents for your perusal.

Furthermore, this is to inform your Office that *(please check the corresponding box below)*:

- I have not previously applied for monetization within the given year.

- I have previously applied for monetization dated _____
with an approved total number of days _____.

Hoping for your favorable action on this request.

Very truly yours,

DIVISION ACTION:

APPROVED

DISAPPROVED

RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent

NAME and SIGNATURE _____

POSITION TITLE _____

OFFICE/SCHOOL/DISTRICT _____