



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

October 7, 2021

DIVISION MEMORANDUM


No. 308, s. 2021

**PROCESSING OF MONETIZATION OF LEAVE CREDITS FOR
FISCAL YEAR 2021**

To: Assistant Schools Division Superintendent/OIC

Chief of Divisions
Education Program Supervisors
Heads of Section/Units
Heads of Schools (Elementary & Secondary)
All Others Concerned

1. Anent the Circular Letter No. 2021 – 4 dated March 3, 2021 issued by the Department of Budget and Management (DBM), this Division is accepting submission for monetization of leave credits subject to the provision of Civil Service Commission (CS) Memorandum Circular (MC) No. 41, s. 1998 and CSC MC No. 16, s. 2002, and other related prevailing rules and regulations of the CSC and DBM. Processing will be on a first come, first serve basis.
2. Consistent with the provision cited above, monetization of leave credits chargeable against the FY 2021 Pension and Gratuity Fund (PGF), for reasons of critical health, medical and hospital needs of the employee and the immediate members of his/her family.
3. The following are the documentary requirements (in 3 copies each) :
 - a. Intent Letter / Application letter, duly signed with attached justification/proof
 - b. Form 6, duly signed
 - c. Latest payslip for the determination of latest salary
 - d. Photocopy of Leave Cards (to be provided by HR)
4. Deadline of submission with complete documentary requirements is on October 15, 2021. The required complete documents should be stamped received by the Records Section.
5. For information and widest dissemination.

RAUL D. AGBAN, Ed.D.
OIC-Schools Division Superintendent 



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telefax: (055) 500 9801
Email: nsamardivision@deped.gov.ph
Division Official Website: <https://depednsamar.ph>