



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

April 21, 2025

DIVISION MEMORANDUM
No. **199** s. 2025

PROCESSING OF MONETIZATION REQUESTS FOR CY 2025

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This is to announce to the field that requests for Monetization of Leave Credits (MLC) for CY 2025 are now accepted in the Division Office for Budget Request and Allocation.
2. Personnel entitled to avail of monetization are as follows:
 - a. Division Office personnel
 - b. SHS Assistant Principals and non-teaching personnel
 - c. Secondary implementing & non-implementing unit School Heads and non-teaching personnel
 - d. Elementary School Heads and non-teaching personnel
 - e. Property Custodians and ALS implementers
3. In view of the above, those who would like to request for MLC should submit the following documentary requirements:
 - a. Three (3) copies of CSC Form 6 (Annex A)
 - b. One (1) Photocopy of Designation signed by SDS (Property Custodians and ALS)
4. All documents shall be submitted to the Division Office on or before **April 30, 2025** and must be orderly arranged in a color-coded folder as follows:

Level	In-Charge of Consolidation	Admin Personnel In-Charge	Color of Folder
SDO	Section Secretary	Dona D. Paraless	White
Elementary & Integrated Sch.	Central School AO II		Yellow
SHS	ADAS II	Charito Atienza	Red
JHS Implementing Units	ADAS III		Blue
JHS Non-Implementing Units	ADAS II		Green

5. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
EMPLOYEE BENEFITS

DDB/ DM_Monetization2025
022/ April 21, 2025



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



Stamp of Date of
Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT		2. NAME: (Last) (First) (Middle)																																													
3. DATE OF FILING		4. POSITION																																													
5. SALARY																																															
6. DETAILS OF APPLICATION																																															
6.A TYPE OF LEAVE TO BE AVAILED OF <table border="0" style="width: 100%;"><tr><td style="width: 20px;"><input type="checkbox"/></td><td>Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</td></tr><tr><td><input type="checkbox"/></td><td>Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</td></tr><tr><td><input type="checkbox"/></td><td>Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</td></tr><tr><td><input type="checkbox"/></td><td>Maternity Leave (R.A. No. 1121 / IRR issued by CSC, DOLE and SSS)</td></tr><tr><td><input type="checkbox"/></td><td>Paternity Leave (R.A. No. 8187 / CSC MC No. 71 s. 1908, as amended)</td></tr><tr><td><input type="checkbox"/></td><td>Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</td></tr><tr><td><input type="checkbox"/></td><td>Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</td></tr><tr><td><input type="checkbox"/></td><td>Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</td></tr><tr><td><input type="checkbox"/></td><td>10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</td></tr><tr><td><input type="checkbox"/></td><td>Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</td></tr><tr><td><input type="checkbox"/></td><td>Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</td></tr><tr><td><input type="checkbox"/></td><td>Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</td></tr><tr><td><input type="checkbox"/></td><td>Adoption Leave (R.A. No. 8552)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Others: <u>MONETIZATION OF LEAVE CREDITS</u></td></tr></table>		<input type="checkbox"/>	Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/>	Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/>	Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/>	Maternity Leave (R.A. No. 1121 / IRR issued by CSC, DOLE and SSS)	<input type="checkbox"/>	Paternity Leave (R.A. No. 8187 / CSC MC No. 71 s. 1908, as amended)	<input type="checkbox"/>	Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/>	Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)	<input type="checkbox"/>	Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/>	10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)	<input type="checkbox"/>	Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/>	Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)	<input type="checkbox"/>	Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)	<input type="checkbox"/>	Adoption Leave (R.A. No. 8552)	<input checked="" type="checkbox"/>	Others: <u>MONETIZATION OF LEAVE CREDITS</u>	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/></td><td>Within the Philippines</td></tr><tr><td><input type="checkbox"/></td><td>Abroad (Specify) _____</td></tr></table> <i>In case of Sick Leave:</i> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/></td><td>in Hospital (Specify illness) _____</td></tr><tr><td><input type="checkbox"/></td><td>Out Patient (Specify illness) _____</td></tr></table> <i>In case of Special Leave Benefits for Women:</i> (Specify illness) _____ <i>In case of Study Leave:</i> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/></td><td>Completion of Master's Degree</td></tr><tr><td><input type="checkbox"/></td><td>BAR/Board Examination Review Other purpose: _____</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Monetization of Leave Credits</td></tr><tr><td><input type="checkbox"/></td><td>Terminal Leave</td></tr></table>		<input type="checkbox"/>	Within the Philippines	<input type="checkbox"/>	Abroad (Specify) _____	<input type="checkbox"/>	in Hospital (Specify illness) _____	<input type="checkbox"/>	Out Patient (Specify illness) _____	<input type="checkbox"/>	Completion of Master's Degree	<input type="checkbox"/>	BAR/Board Examination Review Other purpose: _____	<input checked="" type="checkbox"/>	Monetization of Leave Credits	<input type="checkbox"/>	Terminal Leave
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7.A CERTIFICATION OF LEAVE CREDITS <p style="text-align: center;">As of</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td style="text-align: center;">-</td><td style="text-align: center;">-</td></tr></tbody></table> <p style="text-align: center;">DARWIN D. BRILLO AO IV/HRMO II</p>			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance	-	-	7.B RECOMMENDATION <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/></td><td>For approval</td></tr><tr><td><input type="checkbox"/></td><td>For disapproval due to _____</td></tr></table> <p style="text-align: center;">MA. SHARON S. BARRIENTOS Administrative Officer V</p>		<input type="checkbox"/>	For approval	<input type="checkbox"/>	For disapproval due to _____																												
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