



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **028**, s. 2025

11 DEC 2025

**SUBMISSION OF REQUEST FOR MONETIZATION OF LEAVE CREDITS
OF NON-TEACHING AND TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Division/Section/Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. Section 22 of the Omnibus Rules on Leave provides that "Officials and employees in the career and non-career service whether permanent, temporary, casual, or coterminous, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year."

2. Non-teaching and teaching personnel who will submit request for monetization of their accumulated leave credits are hereby reminded that the grant of monetization is subject to the availability of funds.

3. The form that will be used in requesting for the monetization of leave credits can be downloaded through this link:

For non-teaching and teaching personnel in schools:

<https://tinyurl.com/MonetforSchools>

For school heads: <https://tinyurl.com/MonetforSchoolHeads>

For SDO personnel (Division Chief): <https://tinyurl.com/MonetforSDOChiefs>

For SDO personnel (Below Division Chief):
<https://tinyurl.com/MonetforSDOBelowChiefs>

4. All interested personnel are advised to submit their requests **on or before 5:00 PM, December 17, 2025** to the Records Unit.

5. Please be guided accordingly.

E. the Authority of the SDS:

ARNEL S. BANDIOLA

Assistant Schools Division Superintendent

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

Reference: Section 22 of the Omnibus Rules on Leave

To be included in the Perpetual Index
Under the following subject:

LEAVE

MONETIZATION

OSDS HRMU GBB/Request for Monetization
0088/December 11, 2025



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