



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 410, s. 2026

TO : Assistant Schools Division Superintendents
Chiefs, Functional Division
All Concerned

FROM : GAUDENCIO C. ALJIBE Jr., PhD., CESO V
Schools Division Superintendent

SUBJECT : SUBMISSION OF APPLICATION FOR MONETIZATION
OF LEAVE CREDITS

DATE : September 29, 2026

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1. In compliance with CSC-DBM Joint Circular No. 2-97 dated June 25, 1997, and Joint CSC-DBM Circular No. 5, s. 1991 dated June 27, 1991, or the *Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees*, this Office, through the Administrative Division-Personnel Section, is now accepting applications for the monetization of leave credits **until October 15, 2026, at 3:00 p.m.**
- 2.
3. Pursuant to the applicable rules and regulations on the monetization of leave credits, qualified officials and employees may apply for the monetization of their leave credits, subject to the following conditions and requirements:

A. Regular Monetization

Up to thirty (30) days of vacation leave credits may be monetized, subject to the following conditions:

- a. A minimum of **ten (10) days** shall be allowed for regular monetization; and
- b. At least **five (5) days of vacation leave credits shall remain** after monetization.

Required Documents:

- Duly accomplished **Application for Leave (CSC Form No. 6)**; and
- Letter request duly approved by the Schools Division Superintendent.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone Nos: (055) 500 1020
Email Address: northern@deped.gov.ph
Division Official Website: <https://northern.samar.deped.gov.ph>

- Photocopy of Payslip (July or August 2026)

B. Special Monetization

At least fifty percent (50%) of the employee's accumulated leave credits may be monetized, subject to applicable rules and regulations, with **vacation leave credits to be monetized first before sick leave credits.**

Required Documents:

- Duly accomplished **Application for Leave (CSC Form No. 6);**
- Letter request duly approved by the Schools Division Superintendent;
- For applicants who will monetize sick leave credits, supporting documents for health, medical, or hospital needs, as applicable, such as a medical certificate/abstract, hospital bills, or doctor's prescription; and
- Certification issued by the barangay that the applicant is affected by a calamity, if applicable.
- For educational needs – Statement of Account
- For payment of mortgages- Mortgage agreement
- Photocopy of Payslip (July or August 2026)

Note: The number of days that may be monetized shall be subject to the availability of funds released by the Department of Budget and Management (DBM).

4. Immediate dissemination of and strict compliance with this Memorandum are desired.

DepEd Northern Samar

RELEASED

By: _____

30 SEP 2026

Date: _____