



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

05 Nov 2025

DIVISION MEMORANDUM

No. **156**, s. 2025

MONETIZATION OF LEAVE CREDITS FOR TEACHING-RELATED AND NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. In relation to CSC-DBM Joint Circular No. 1, s. 1991 and CSC-DBM Joint Circular No. 2, s. 1997, the Administrative Services Section – Personnel Unit calls for the availment of leave credit monetization of non-teaching personnel and other eligible employees.
2. All concerned personnel shall submit 1 copy of request letter stating the purpose of monetization and number of leave credits to be monetized duly approved by the School's Division Superintendent and three (3) copies of duly accomplished leave form (CSC Form 6, revised 2020) to be submitted at the Personnel Unit on or before November 14, 2025. Applications with incomplete attachments will not be processed.
3. A maximum of thirty (30) days vacation leave credits may be monetized subject to the following conditions:
 - a. There shall remain five (5) days vacation leave credits after monetization.
 - b. The requesting personnel has accumulated no less than fifteen (15) days of vacation leave credits, in which case he/she can monetize no more than ten (10) days.
4. Requests for monetization will be accommodated on a first-come, first-served basis, depending on the availability of funds.
5. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
6. Widest dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent



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Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

Irma May G. Dinastas/OSDS/DM – monetization of leave credits for teaching-related and non-teaching personnel
1091/November 5, 2025