



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 665, s. 2019

August 23, 2019

**PROCESSING OF THE MONETIZATION OF LEAVE CREDITS IN
FISCAL YEAR (FY) 2019**

**To: SCHOOLS DIVISION OFFICE NON-TEACHING PERSONNEL
SCHOOL HEADS, SCHOOL-IN-CHARGE**

1. Pursuant to the unnumbered Memorandum dated August 14, 2019 of Evelyn R. Fetalvero, CESO V, Assistant Regional Director, Officer-In-Charge of the Office of the Regional Director, Department of Education, Regional Office XI, Davao City, you are hereby enjoined to observe the new guidelines in the **"PROCESSING OF THE MONETIZATION OF LEAVE CREDITS IN FISCAL YEAR (FY) 2019"** as provided in DBM Circular No. 2019-11 dated July 25, 2019.
2. For immediate dissemination and strict compliance.

FOR AND IN THE ABSENCE OF:

WINNIE E. BATON, Ed. D.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

DepEd Schools Division Office of Digos City
RECORDS SECTION

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39590
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BY: [Signature]

Records



8/19
Mr. Alvarado,
for dissemination.
Ref

Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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MEMORANDUM

To : All Schools Division Superintendents
All Heads of Secondary Schools Implementing Units
All Others Concerned
This Region

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED 39590

DATE: 19 AUG 2019 TIME: 11:54

Subject: PROCESSING OF THE MONETIZATION OF LEAVE
CREDITS IN FISCAL YEAR (FY) 2019

BY: [Signature]

Date : August 14, 2019

Attached is DBM Circular No. 2019-11 dated July 25, 2019 providing guidelines on the processing of the monetization of leave credits in Fiscal Year (FY) 2019.

Immediate dissemination of and strict compliance with this DBM Circular Letter is directed.

[Signature]
EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosed: As Stated

ROB7/ngq

DEPARTMENT OF EDUCATION ROXI
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Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA



CIRCULAR LETTER

No. 2019 - 11
July 25, 2019

To : All Heads of Departments, Agencies, Bureaus, and Offices of the National Government, including State Universities and Colleges and Constitutional Offices, and All Others Concerned

Subject : **PROCESSING OF THE MONETIZATION OF LEAVE CREDITS IN FISCAL YEAR (FY) 2019**

- 1.0 This Circular is issued to prescribe the guidelines in the processing of the monetization of leave credits in FY 2019.
- 2.0 Guidelines:
 - 2.1 The monetization of leave credits shall be processed by an agency, subject to the provisions of Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 41, s. 1998¹ and 16, s. 2002², and other related rules and regulations of the CSC and the Department of Budget and Management (DBM).
 - 2.2 The funds required for the monetization of leave credits shall be charged against any available released Personnel Services (PS) allotment of an agency.
 - 2.3 An agency may submit a special budget request to DBM for the release of funds for the monetization of leave credits, chargeable against the Pension and Gratuity Fund (PGF) under the FY 2019 General Appropriations Act, after exhausting all its available released PS allotment. Priority shall be given to requests for monetization based on the following reasons:
 - 2.3.1 Health, medical, and hospital needs of the employee and the immediate members of his/her family; and

¹ Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292), dated December 24, 1998

² Amendment to Section 23, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave, dated June 2, 2002

2.3.2 Financial needs brought about by *force majeure* events such as calamities, typhoons, fire, earthquake, and accidents that affect the life, limb, and property of the employee and his/her immediate family.

2.4 Requests for monetization, chargeable against the PGF, for reasons other than those in Items 2.3.1 and 2.3.2 hereof will only be processed, subject to the availability of funds for the purpose.

3.0 This Circular shall take effect immediately.



(Sgd.) JANET B. ABUEL
Officer-in-Charge, DBM

Attachment "1"

SAFO No.
NCA No.

[illegible]

Agency Head

Approved by:

DBM-BMB/RO Director

* Pursuant to Sec. 22 (Monetization of Leave Credits) and Sec. 23 (Monetization of 50% or more of vacation/sick leave credits) of the CSC Omnibus Rules on Leave.