



Republic of the Philippines
National Capital Region
Department of Education
DIVISION OF CITY SCHOOLS
Misamis St., Bago Bantay, Quezon City



September 19, 2012

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division and District Supervisors
Elementary and Secondary School Principals
Heads of Administrative Units
Chiefs of Sections
All Others Concerned

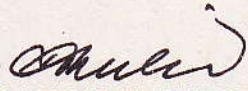
This is to inform all Non-Teaching Personnel in this Office that they can now submit their application for monetization. Secondary Schools can claim their monetization from their own savings.

Under CSC Sec. 22. Monetization of Leave Credits – 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. (Provided for under CSC MC No. 41., s. 1998)

This Office is granting a maximum of ten (10) days monetization subject to the availability of funds.

Approved Application for Leave (Form 6) is required for the said claim.

Immediate and wide dissemination of this memorandum is hereby enjoined.


CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

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