



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

July 1, 2020

DIVISION MEMORANDUM
No. 152, s. 2020

SUBMISSION OF APPLICATION FOR MONETIZATION

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
School Principals/Head Teachers
All Non-Teaching Personnel

1. In connection with the preparation of request for funding for monetization of Leave Credits which will be submitted to Department of Budget and Management, you are hereby informed to submit your **completely filled out** application for monetization (FORM 6) c/o Administrative Office.
2. A maximum of thirty (30) days is allowed to be monetized charged to vacation leave credits provided that at least five (5) days is retained after monetization.
3. Monetization of sick leave credits maybe allowed for valid and justifiable reasons such as:
 - 3.1. Health, medical and hospital needs of the employee and the immediate members of his/her family;
 - 3.2. Financial aid and assistance brought about by calamities, typhoons, fire, earthquake and accidents that affect the life of the employee and his/her immediate family;
 - 3.3. Educational needs of the employee and the immediate members of his/her family;
 - 3.4. Payment of mortgages and loans;
 - 3.5. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing.
4. Only those who have submitted their Form 6 with justification letter shall be included in our request for funding from DBM.
5. The deadline of submission is on **July 10, 2020**.
6. Immediate and wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN EDD, CESO V
Schools Division Superintendent

PYM/mtb



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APPLICATION FOR LEAVE

1. OFFICE/AGENCY

2. NAME

(Last)

(First)

(Middle)

DATE OF FILING

4. POSITION

5. MONTHLY SALARY

DETAILS OF APPLICATION

6. a) TYPE OF LEAVE

☐ Vacation

☐ To seek employment

☒ Other (Specify) _____

6. b) WHERE WILL BE SPENT:

1. IN CASE OF VACATION LEAVE

☐ Within the Philippines

☐ Abroad (Specify) _____

MONETIZATION

☐ Forced Leave

☐ Sick

☐ Maternity

2. IN CASE OF SICK LEAVE

☐ In Hospital (Specify)

☐ Out Patient (Specify)

6. c) NUMBER OF WORKING DAYS
APPLIED FOR _____

6. D) COMMUTATION

☐ Requested ☐ Not Requested

(Signature of Employee)

DETAILS OF ACTION ON APPLICATION

7. a) CERTIFICATION OF LEAVE CREDITS

As of _____

Vacation = Sick = Total

Balance = _____ = _____ = _____

Less this Leave = _____ = _____ = _____

Balance = _____ = _____ = _____
Days Days Days

7. B) RECOMMENDATION

☐ Approval

☐ Disapproved due to _____

PATROCENIA Y. MAMBURAM

Administrative Officer V

(Personnel Officer)

(Authorized Officer)

7. C) APPROVED FOR:

Days with pay

Days without pay

Others (Specify)

7. D) DISAPPROVED DUE TO:

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Date