



September 22, 2015

DIVISION MEMORANDUM

No. 630, s. 2015

**DEADLINE FOR SUBMISSION OF APPLICATION FOR
MONETIZATION OF LEAVE CREDITS**

To : Assistant Superintendent
Division Supervisors / Coordinators
District Supervisors/OICs/ Caretakers
Elementary and Secondary School Heads

1. The field is hereby informed that the Office is setting a deadline for the submission of application for monetization on September 24, 2015. This is to give an ample time of the HR and Accounting processors to prepare and process the budgetary requirements of the said benefit.
2. In addition, interested applicants for monetization are directed to submit letter request together with supporting documents to the HR Section.
3. However, those who have already filed their applications with complete supporting documents are no longer required to submit the same.
4. Wide and immediate dissemination of this Memorandum is desired.


ARBEN D. MONISIT, Ed.D.
Schools Division Superintendent