



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

September 30, 2022

DIVISION MEMORANDUM

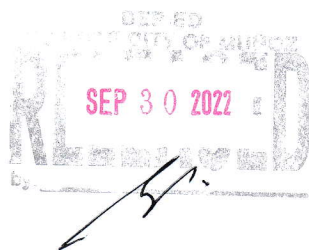
No. 04, s. 2022

To: All Concerned

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

1. In preparation for the consolidation of additional funds to be requested for FY 2022, please be informed that the deadline for submission of application for monetization of leave credits is on October 3, 2022, 5:00 pm at the SDO – Records Unit.
2. All applications shall include the following documents in duplicate copy:
 - a. Request Letter stating the purpose of application
 - b. CSC Form No. 6 (Leave Form), and
 - c. Other analogous documents relevant to your request
3. For information and compliance.


DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



Jabn/hrmo



Loyal, Excellent, Accountable and Dedicated to Service

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