



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

AUG 11 2023

No. 802 s. 2023

To: All Schools Division Superintendents

CERTIFICATION TEMPLATE FOR THE MONETIZATION REQUEST

- For the availment of the monetization, this Office is pleased to provide the attached certification template to be submitted for the monetization requests. It is reminded to ensure the completeness of the required documents to facilitate processing of the said requests.
- For information, guidance and compliance.

TOLENTINO G. AQUINO

Director IV

Encl.: As Stated
 References: As Stated
 To be indicated in the Perpetual Index
 Under the following subjects:

MONETIZATION REQUEST TEMPLATE

AD/PS/hfa/RM_CertificationTemplateMonetizationRequest
 August 9, 2023



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(Agency's Logo/Header)

CERTIFICATION

This is to certify that the following employee(s)/official(s) applying for Monetization of Leave Credits have complied with the requirements under the Omnibus Rules Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws, and the other corresponding amendments, particularly on the monetization of leave credits, and that the data indicated in this list are true and correct.

No./PAP	Name of Employee/Official	Position Title	No. of Leave Credits as of			Latest Monthly Salary Rate	No. of Leave Credits Applied for Monetization			Amount	Balance of Leave Credits after Monetization		
			VL	SL	Total		VL	SL	Total		VL	SL	Total
General Management and Supervision													
1													
2													
3													
X													
	Subtotal												
Operation of Schools - Elementary (Kinder to Grade 6)													
1													
2													
3													
X													
	Subtotal												
Operation of Schools - Junior High School (Grade 7 to Grade 10)													
1													
2													
3													
X													
	Subtotal												
	GRAND TOTAL												

Prepared by: _____

Certified Correct: _____

Approved: _____

I/We hereby further certify the non-availability of savings to cover the payment of monetization of leave credits of the above-mentioned employee(s)/official(s).

HRMO or designate _____

Budget Officer/Bookkeeper _____

Accountant/Bookkeeper _____

Head of the Agency or his/her authorized representative _____