



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

March 17, 2021

DIVISION MEMORANDUM


No. 108 , s. 2021

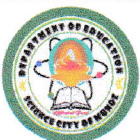
**PROCESSING OF REQUEST FOR THE RELEASE OF FUND AND LIMITATION
TO CLAIMS FOR THE MONETIZATION OF LEAVE CREDITS (MLC)
IN FISCAL YEAR 2021**

To: Non-Teaching Personnel
Secondary School Implementing Units
All Concerned

1. This is in reference to the Regional Memorandum No. 70, s. 2021, Regional Memorandum No. 88 s. 2021, DBM Circular Letter No. 2021-4 covering the guidelines in the processing of numerous requests for the release of funds to cover Monetization of Leave Credits (MLC) of the various Schools Division Offices of Region III.
2. This office was informed that due to the limited funds approved under the FY 2021 Pension and Gratuity Fund (PGF), payment of MLC shall be charged against any available Personnel Services (PS) allotment of the agency, subject to the prioritization on the use of PS savings during the year pursuant to Section 3.13.5 of NBC No. 583 dated January 4, 2021.
3. However, if PS savings is not available, this office and Secondary School Implementing Units shall submit special budget requests to DBM for the release of funds for monetization of leave credits, chargeable against PGF observing limitations mentioned in Section 2.4 of the Circular.
4. Accordingly, approval for the payment of MLC shall be limited to claims for critical health, medical, and hospital needs of the employees and immediate members of their families.
5. This office is advised to strictly adhere to the conditions set forth for the prioritization on the approval of the request for Monetization of Leave Credits (MLC). In addition, applications for monetization of leave credits of personnel of Secondary School Implementing Units shall be approved by this office, in accordance with DepEd Order No. 8, s. 2021, entitled "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education".
6. Wide dissemination of this memorandum is desired.


DANTE G. PARUNGAO, CESO VI
OIC-Schools Division Superintendent

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