	CHECKLIST OF REQUIREMENTS FOR MONETIZATION			
	[ ] REGULAR MONETIZATION	**[ ] SPECIAL MONETIZATION**	**YES**	**NO**
1	2 copies of letter of intent approved by SDS?		[ ]	[ ]
2	3 copies of duly accomplished Form 6?		[ ]	[ ]
2.a	Certification of leave credits signed by the HRMO?		[ ]	[ ]
2.b	Form 6 approved by SDS?		[ ]	[ ]
3		Choose at least 1:		
3.a		MEDICAL PURPOSES Original Medical Certificate?	[ ]	[ ]
3.b		EDUCATIONAL PURPOSES Original proof of registration/unpaid balances signed by authorized personnel?	[ ]	[ ]
3.c		CALAMITY PURPOSES Original barangay certification?	[ ]	[ ]
4	Newly appointed teacher-in-charge?		[ ]	[ ]
4.a	If answer to item 4 is YES, designation attached?		[ ]	[ ]
5	Teachers are not allowed to monetize unless:			
5.a	Head Teacher?		[ ]	[ ]
5.b	ALS Teacher?		[ ]	[ ]
If and only if the application is approved by the SDS *(emphasis supplied)* that the Senior Bookkeeper shall pay the monetized leave credits of applicants, otherwise such payment will be disallowed.				
6	Applicant assigned in an Implementing Unit (IU)?		[ ]	[ ]
6.a	Certificate of Availability of Funds signed by Senior Bookkeeper?		[ ]	[ ]
6.b	Certificate of Availability of Funds noted by School Head?		[ ]	[ ]
7	Photocopy of Latest Payslip or Service Record		[ ]	[ ]

Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF SORSOGON
Sorsogon Sports Complex, Balogo Sorsogon City

APPLICATION FOR LEAVE

1. OFFICE/STATION	2. NAME:	(Last)	(First)	(Middle)

3. DATE OF FILING	4. POSITION	5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
☐ Adoption Leave (R.A. No. 8552)
☐ Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
☐ Within the Philippines _____
☐ Abroad (Specify) _____
In case of Sick Leave:
☐ In Hospital (Specify Illness) _____
☐ Out Patient (Specify Illness) _____
In case of Special Leave Benefits for Women:
(Specify Illness) _____
In case of Study Leave:
☐ Completion of Master's Degree
☐ BAR/Board Examination Review
Other purpose: _____
■ **Monetization of Leave Credits**
☐ **Terminal Leave**

6.C NUMBER OF WORKING DAYS APPLIED FOR

INCLUSIVE DATES _____

6.D COMMUTATION

☐ Not Requested
☐ Requested

_____
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

_____
ATTY. ALLANA ERICA D. CORTES
Administrative Officer IV - HRMO

7.B RECOMMENDATION

☐ For approval
☐ For disapproval due to _____
_____
_____

_____
JOMAR E. ENGUERRA
Administrative Officer V

7.C APPROVED FOR:
_____ days with pay
_____ days without pay
_____ others (Specify)

7. D DISAPPROVED DUE TO: _____
_____
_____
_____

_____
JOSE L. DONCILLO, CESO V
SCHOOLS DIVISION SUPERINTENDENT