



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

August 22, 2018

MEMORANDUM

TO : Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Division Education Program Supervisors / Coordinators
Public Schools District Supervisors / District-in-Charge
Public Elementary and Secondary School Heads
All Others Concerned

SUBJECT : **DEADLINE FOR SUBMISSION OF REQUEST FOR MONETIZATION OF LEAVE CREDIT**

1. For the information and guidance of all concerned, all requests for monetization of leave credits for CY 2018, including those scheduled on December 31, 2018, will only be accepted until **12:00 noon of August 24, 2018.**
2. Widest dissemination and compliance of this memorandum are earnestly sought.

for: [Signature]
WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

22 AUG 2018