



Republic of the Philippines
Department of Education
 REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

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 BY: [Signature]

SCHOOL MEMORANDUM
 No. 118, s. 2026

JUN 10 2026

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

To: Deputy Directors
 Functional Division Chiefs
 All Others Concerned

1. In accordance with the provisions of the Joint CSC-DBM Circular No. 1, s. 1991, Amendatory Rule and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees, this Office hereby announces the opening of applications for the monetization of accumulated vacation and sick leave credits of qualified personnel of Bataan High School for the Arts.
2. Personnel who intend to avail themselves of leave monetization shall submit the following documents to the Administrative Office on or before June 22, 2026:
 - a. Duly accomplished Application for leave Credits (CSC Form 6);
 - b. Letter request with justification; and
 - c. Other supporting documents for health, medical, or hospital needs (medical certificate/abstract, hospital bills, doctor's prescription).
3. Applicants must ensure that they have sufficient accumulated leave credits and comply with existing CSC, DBM, and DepEd guidelines governing leave monetization.
4. The Administrative Office shall evaluate all applications and prepare the necessary documents for endorsement, subject to the availability of funds and approval of the authorized officials.
5. Personnel are advised that the approval of applications shall be subject to existing accounting, budgeting, and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

MIA ARIANA P. TANCIONGCO, PhD
 Director III
 School Director

Encl.: none
 Reference: As stated
 To be indicated in the Perpetua Index under the following subjects

MONETIZATION APPLICATION

OSD01/AD01 June 9, 2026

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 09 JUN 2026



"Bayan ng Bayani, Bayani ng Sining"

Brgy. Ibaba, Bagac, Bataan

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