



Republic of the Philippines



Region I
DIVISION OF CITY SCHOOLS
Dagupan City

RELEASE
DATE: 10/11/15

MEMORANDUM

To : **Education Program Supervisors
Public Schools District Supervisors
School Heads (Public Elementary & Secondary Schools)
Non – Teaching Personnel**

From : *gjm*
**FROSERFINA J. BRAVO
OIC-Schools Division Superintendent**

Date : **October 6, 2015**

Subject: **Monetization of Leave Credits**

This is to inform all concerns that the Department of Budget and Management had announced that monetization shall be requested first to the said office in order to be given allocation. In this regard, this office would like to give a cut-off date for filing of monetization which will be on October 30, 2015 to facilitate request for funds in the DBM.

For information and strict compliance.