



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

DepEd-Division of Catanduanes

RECORDS SECTION

RELEASED

BY: [Signature] No. 006

DATE: 07 JAN 2026 TIME: 11:42

07 January 2026

DIVISION MEMORANDUM

NO. 006 s. 2026

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 1329.A S. 2025 RE:
SUBMISSION OF APPLICATION FOR THE MONETIZATION OF LEAVE
CREDITS FOR CY 2025**

To: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In view of the shortage of personnel in the Records Section, all concerned are advised to submit applications for the monetization of leave credits directly to the Personnel Section.

2. To expedite the receipt of applications, applicants are requested to submit the following:

- 1. Letter of Intent- 2 copies
- 2. Form 6- 2 copies

3. For information and guidance.

By Authority of the OIC-SDS:

EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge



San Roque, Virac, Catanduanes
0532 - 8114001
www.depedcatanduanes.gov.ph
DepEd Iraya - Region V - Catanduanes