



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

**TO :** ALL DENR CENTRAL OFFICE EMPLOYEES

**FROM :** THE DIRECTOR  
Administrative Service

**SUBJECT :** **DEADLINE FOR ACCEPTING APPLICATIONS FOR  
MONETIZATION OF LEAVE CREDITS**

**DATE :** January 7, 2004

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The deadline for accepting applications for monetization of leave credits is up to January 9, 2004 (Friday).

In view of inadequate funds, the monetization of ten (10) days of the accumulated leave credits has been authorized by the DENR Secretary in Memorandum Circular No. 2004-01.

Interested employees may coordinate with the Leave and Salary Section of the Personnel Division.

For your information.

  
**RAMON M. EZPELETA, CESO IV**