



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 928-0851; (632) 929-6626 loc. 2070; 2073; Fax (+632) 926-4826
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

MEMORANDUM

FOR: **ALL OFFICIALS AND EMPLOYEES**
Central Office

FROM: **Director**
Administrative Service

OIC-Director
Financial and Management Service

SUBJECT: **MONETIZATION OF LEAVE CREDITS**

DATE: 06 November 2005

In accordance with DENR Memorandum Circular 2005-20, **Guidelines in the Monetization of Vacation/Sick Leave Credits** dated 06 December 2005, please be reminded that the deadline for the submission of the application for monetization will be on Wednesday, 07 December 2005.

Please be informed further that the maximum number of days that may be allowed for monetization purpose is twenty-two (22) days, subject to the availability of funds.

For information and guidance.


RAMON M. EZPELETA
Administrative Service


WILFREDO J. OBIEN
Financial and Management Service

Memo 320