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MEMORANDUM

FOR/TO : All DENR Officials and Employees
DENR Central Office

FROM : The Director
Human Resource Development Service

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

DATE : 09 December 2020

Please be informed that the Personnel Division is now accepting applications for monetization of leave credits for not more **twenty-five (25) days** in view of limited availability of funds. Please be advised of the following provisions on monetization of leave credits, pursuant to the Omnibus Rules on Leave, Rule XVI of the Omnibus Rules, Implementing Book V of E.O. 292:

“Sec. 22. Monetization of leave credits - Officials and employees in the career and non-career service whether permanent, temporary, casual, or coterminous, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year. (Provided for under CSC-MC No. 41, s. 1998)”

“Sec. 23. Monetization of 50% or more of vacation/sick leave credits. Monetization of fifty (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

- a. Health, medical and hospital needs of the employee and the immediate members of his/her family;*
- b. Financial and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family’*
- c. Educational needs of the employee and the immediate members of his/her family;*

- d. *Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;*
- e. *In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;*
- f. *Other analogous cases as may be determined by the Commission."*

The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds. (As amended by CSC Resolution No. 020731 published June 7, 2002 in Today)"

All applications shall be submitted to the Personnel Division not later than **11 December 2020**.

For information and guidance.



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