



Republic of the Philippines
Department of Environment and Natural Resources
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FEB 25 2022

MEMORANDUM

TO : The Regional Executive Director
DENR Regions I - XIII, CAR & NCR

The Bureau Director
ERDB, BMB, FMB & LMB

FROM : The Assistant Secretary
Administration and Human Resources

SUBJECT : **PROCESSING OF TERMINAL LEAVE BENEFITS AND
MONETIZATION OF LEAVE CREDITS**

This is to inform you of the letters both dated 08 February 2022 of Assistant Secretary and Concurrent Director Cristina B. Clasara of the Department of Budget and Management (DBM) relative to the requests for terminal leave benefits and monetization of leave credits.

Second paragraph of the said letter states:

“Considering the significant reduction of the FY 2022 Pension and Gratuity Fund, we are returning the requests without action, and recommend that the same be charged against available allotment for Personnel Services (PS) as follows:

1. *Comprehensively released allotment for Administration of Personnel Benefits for retirement and terminal leave benefits, if any;*
2. *Any available Personnel Services (PS) allotment that may be realized from unspent compensation of employees on account of the following, as cited under Item 5.3.3 of NBC No. 587, to wit:*
 - a. *Incurrence of leaves of absence without pay;*
 - b. *Vacant positions on account of termination, resignation, transfer, retirement or separation;*
 - c. *Delay in the actual assumption to duty from the date of appointment;*
 - d. *Suspension and other disciplinary sanctions;*
 - e. *Erroneous computations of PS benefits; or*
 - f. *Other similar instances”*

For your information and guidance.


RUTH M. TAWANTAWAN, CESO II



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

February 8, 2022

SECRETARY ROY A. CIMATU

Department of Environment and Natural Resources (DENR)
Visayas Avenue, Diliman, Quezon City

Attention : **Undersecretary Analiza Rebuelta-Teh**
Finance, Information Systems and Climate Change

Dear **Secretary Cimat**:

This pertains to the request of DENR-OSEC-RO X for the release of SARO and the corresponding NCA in the amount of **P4,354,488.23** to cover terminal leave benefits (TLB) of Mr. Mamacaya M. Lucman.

Considering the significant reduction of the FY 2022 Pension and Gratuity Fund, we are returning the request without action, and recommend that the same be charged against available allotment for Personnel Services as follows:

1. Comprehensively released allotment for Administration of Personnel Benefits for retirement and terminal leave benefits, if any;
2. Any available Personnel Services (PS) allotment that may be realized from unspent compensation of employees on account of the following, as cited under Item 5.3.3 of NBC 587, to wit:
 - a) Incurrence of leaves of absence without pay;
 - b) Vacant positions on account of termination, resignation, transfer, retirement or separation;
 - c) Delay in the actual assumption of duty from the date of appointment;
 - d) Suspension and other disciplinary sanctions;
 - e) Erroneous computations of PS benefits; or
 - f) Other similar instances

Very truly yours,

Digitally signed by
Cristina B. Clasara
Date: 2022.02.10
07:12:25 +08'00'

CRISTINA B. CLASARA

Assistant Secretary and Concurrent Director, BMB-E



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

February 8, 2022 ✓

SECRETARY ROY A. CIMATU

Department of Environment and Natural Resources (DENR)
Visayas Avenue, Diliman, Quezon City

Attention : **Undersecretary Analiza Rebuella-Teh**
Finance, Information Systems and Climate Change

Dear **Secretary Cimatu**:

This pertains to two (2) separate requests of DENR-OSEC-RO I for the issuance of Special Allotment Release Order (SARO) and the corresponding Notice of Cash Allocation (NCA) in the total amount of **₱2,912,607.75** to cover the monetization of leave credits, with details as follows:


DMS Reference No.	Name of Employee	Amount
2022-BE-0011590	Rodolfo A. Costales	₱ 646,177.36
2022-BE-0011599	Florencio P. Soliven, Jr.	2,266,430.39
TOTAL		₱ 2,912,607.75

Considering the significant reduction of the FY 2022 Pension and Gratuity Fund, we are returning the requests without action, and recommend that the same be charged against any available Personnel Services (PS) allotment that may be realized from unspent compensation of employees on account of the following, as cited under Item 5.3.3 of National Budget Circular No. 587,¹ to wit:

- a. Incurrence of leaves of absence without pay;
- b. Vacant positions on account of termination, resignation, transfer, retirement or separation;
- c. Delay in the actual assumption of duty from the date of appointment;
- d. Suspension and other disciplinary sanctions;
- e. Erroneous computations of PS benefits; or
- f. Other similar instances.

In the use of PS savings, **the payment of retirement gratuity and terminal leave benefits shall take precedence over the monetization of leave credits.** ✓

Very truly yours,


Digitally signed by
Cristina B. Clasara
Date: 2022.02.11
14:47:48 +08'00'

CRISTINA B. CLASARA

Assistant Secretary and Concurrent Director, BMB-E

¹ "Guidelines on the Release of Funds for FY 2022", dated January 3, 2022