



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

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

FROM : The Assistant Secretary
Human Resources, Strategic Communication and
Sectoral Initiatives

SUBJECT : **GUIDELINES IN THE MONETIZATION OF LEAVE
CREDITS**

DATE : 09 December 2022

The Personnel Division is now accepting requests for monetization of leave credits for not more thirty (30) days, except on some exceptional cases. Basis for the computation of monetization shall be the employee's salary as of 01 January 2022 and those whose salaries were adjusted in view of promotion and step increment as of 15 December 2022.

Approval and processing of requests shall be consistent with Section 22 of CSC-MC 41, s. 1998 which states:

"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."

Applications shall be submitted to the Personnel Division **not later than 15 December 2022.**

For information and guidance.


HIRO V. MASUDA, DBA, CESO III