

**DENR Memorandum Circular
No. 99-27
November 24, 1999**

**SUBJECT : Guidelines in the Monetization of
Leave Credits.**

Pursuant to CSC-DBM Joint Circular No. 2-97 dated June 25, 1997 relative to the above subject, the following rules and regulations are being promulgated and adopted to amend Rules IV and VI of Joint CSC-DBM Circular No. 1, S-1991, governing the monetization of leave credits of government officials and employees:

**RULE VI. MONETIZATION OF LEAVE/ SERVICE
CREDITS**

Section 1. All DENR officials and employees in the career and non-career service, whether permanent, provisional, temporary or casual, shall be allowed to monetize a maximum of thirty (30) days vacation leave/service credits subject to the following conditions:

1. There shall remain five (5) days vacation leave/service credits after monetization; and
2. Said official and employee has accumulated no less than fifteen (15) days vacation leave/service credits in which case he can monetize no more than ten (10) days.

Sec. 2 The monetization of leave credits shall be availed of only once a year.

Sec. 3 An official or employee who availed of this privilege shall still go on five (5) days forced leave, subject to the provisions of Executive Order No. 1077 dated January 9, 1986 and its implementing rules and regulations.

RULE VI. FUNDING AND EFFECTIVITY

Section 1 Funding - The implementation of the monetization of vacation leave/service credits shall be charged against the savings of the respective offices subject to the existing accounting auditing rules and regulations.

Sec. 2 Effectivity - This Memorandum shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary