



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM CIRCULAR

No. 2005 - 020

DEC 06 2005

SUBJECT: GUIDELINES ON THE MONETIZATION OF LEAVE CREDITS

DATE :

Pursuant to the provisions of CSC Memorandum Circular (MC) No. 41, Series of 1998 and CSC-MC No. 16, Series of 2002, otherwise known as **“Amendment to Section 23, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave”**, the following rules and regulations are hereby promulgated and adopted:

1. Officials and employees who have earned fifteen (15) days leave credits are authorized to avail monetization of leave credits as provided in Section 22 of CSC-MC No. 41, upon submission of application of leave for monetization to the Personnel Division/Section.
 - 1.1 At the end of the year, the Personnel Division/Section Chief shall coordinate with the Budget Division/Section Chief to determine the savings generated that may be allocated for monetization purposes.
 - 1.2 The Administrative Service Director and Financial and Management Service Director or Chief, Administrative Division/Section shall issue a memorandum to inform officials and employees regarding the allowed number of days that may be monetized.
2. Applications for monetization of fifty percent (50%) or more of accumulated leave credits will be approved upon compliance with the following requirements and provisions under CSC-MC No. 16:
 - 2.1 Financial assistance urgently needed by the employee and his/her immediate family for reasons that are valid and justifiable such as the following:
 - 2.1.1 Health, medical and hospital needs.



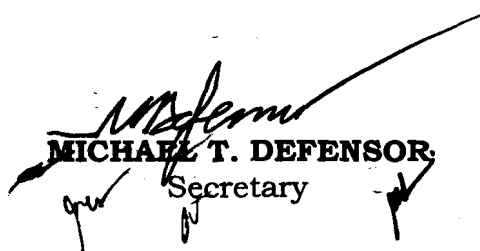
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- 2.1.2 Financial aid and assistance brought about by *force majeure* events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property.
 - 2.1.3 Educational needs.
 - 2.1.4 Payment of mortgages and loans which were entered into for their benefit or which inured to their benefit.
 - 2.1.5 In cases of extreme financial needs where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing.
 - 2.1.6 Other analogous cases as may be determined by the Commission.
- 2.2 Submission of a written request stating any of the reasons enumerated above together with the application of leave to the Personnel Division/Section for processing of payroll and/or disbursement voucher.
3. The following officials are authorized to sign/approve monetization of leave credits:

Office	30 Days and Below	31 Days Above
DENR Central Office	Director, Administrative Service	USEC for MTS
Bureau	Director	Director
Regional Office	RED/RD	RED/RD
PENRO/CENRO	PENRO	PENRO

4. Funds for this purpose shall be chargeable against the respective Offices' allotment taken from savings generated, subject to budgeting, accounting and auditing rules and regulations.

This Circular shall take effect immediately and revokes previous orders, memoranda and other issuances inconsistent herewith.


MICHAEL T. DEFENSOR
 Secretary

