



Republic of the Philippines
Department of Environment and Natural Resources
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EO 04 2005

MEMORANDUM CIRCULAR

NO. 2005-007

**SUBJECT : GUIDELINES IN THE MONETIZATION OF
VACATION/SICK LEAVE CREDITS**

Pursuant to Civil Service Commission-Memorandum Circular No. 16, s. 2002 relative to the above subject, the following rules and regulations are being promulgated and adopted to amend Section 23, Rule XVI of the Omnibus Rules, Implementing Book V of the Administrative Code, also known as the Omnibus Rules on Leave, the pertinent portions of which read as follows:

“Section 23. Monetization of fifty percent (50%) or more of vacation/sick leave credits – Monetization of fifty percent (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 aid 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”.

In view of inadequate funds, the monetization of not more than twenty (20) days of the accumulated leave credits of employees with salary grade 11 below and not more than ten (10) days for employees with salary grade 12 above are hereby authorized.

DEADLINE FOR SUBMISSION:

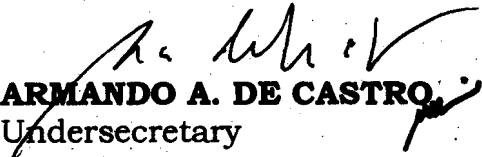
The deadline for submission of applications shall be on or before
06 July 2005

FUNDING AND EFFECTIVITY:

Funding - The implementation of the monetization of vacation/sick leave credits shall be subject to availability of savings of the respective offices and the usual accounting and auditing rules and regulations.

Effectivity - This Memorandum shall take effect immediately.

By Authority of the Secretary:


ARMANDO A. DE CASTRO
Undersecretary