

**DENR Memorandum Circular
No. 2000-23
December 22, 2000**

**SUBJECT : Guidelines In The Monetization Of
Leave Credits For FY 2000**

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 IV. MONETIZATION OF LEAVE/SERVICE CREDITS

Section, 1. All DENR officials and employees in the career and non-career service whether permanent, provisional, temporary, contractual or casual, shall be allowed to monetize a maximum of twenty two (22) days vacation leave/sick leave credits subject to the following conditions:

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

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

Section 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/sick leave/service credits shall be charged against the savings of the respective offices subject to the existing accounting auditing rules and regulations.

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

(Sgd.) ANTONIO H. CERILLES
Secretary