

Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

KMSD PS  
FMI plr

Ref. No. 2021-10-07  
October 20, 2021

**MEMORANDUM FROM THE DIRECTOR**

**To : ALL BAR STAFF**

**Subject : Application for Monetization of Leave Credits**

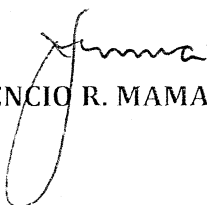
All permanent BAR staff may now file their application for monetization of leave credits for a maximum of thirty (30) days. For employees who need to file for more than 30 days credit, a letter-request with justification is required. Reasons may include:

1. Emergency expenses such hospitalization or medication;
2. Conduct of urgent house repairs;
3. Educational assistance for immediate family members;
4. Other analogous cases

Applications must be submitted to the HRMU for processing and evaluation not later than October 29, 2021 and subsequent approval of the undersigned.

For information and guidance of all concerned.

Done this 20<sup>th</sup> day of October 2021.

  
**VIVENCIO R. MAMARIL, Ph.D.**



(+632) 8461-2800 / 8461-2900  
✉ r4d@bar.gov.ph  
🌐 www.bar.gov.ph  
@DABAROfficial

*A food-secure and resilient Philippines  
with empowered and prosperous farmers and fisherfolk*

