



Ref. No. 2023-123
December 15, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR PERMANENT STAFF

SUBJECT : APPLICATION FOR MONETIZATION OF LEAVE CREDITS

Pursuant to Sections 22-24 of the Omnibus Rules on Leave¹ DA-BAR employees holding permanent, temporary, casual, or coterminous appointments shall be allowed to monetize a total of **ten (10)** days of their accumulated leave credits subject to the internal guidelines provided for in the Memorandum from the Director dated December 4, 2023, with the subject : Internal Guidelines on the Monetization of Accumulated Leave Credits.

For those who wish to monetize **more than ten (10) days, but not more than 20 days**, a written request approved by the Director must be attached to the application for monetization.

To provide ample time for the processing of commutation of leave credits, the deadline for the filing of applications is set on **December 20, 2023 (Wednesday)**.

For information and guidance.


JUNEL B. SORIANO, PhD

¹ Civil Service Commission Memorandum Circular No. 41, S. 1998