



Republic of the Philippines  
Department of Agriculture  
BUREAU OF AGRICULTURAL RESEARCH  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

KMCSO  
Permanent Staff  
→

Reference No. 2022-106  
December 6, 2022

**MEMORANDUM FROM THE DIRECTOR**

**TO : ALL PERMANENT BAR STAFF**

**SUBJECT : APPLICATION FOR MONETIZATION OF LEAVE CREDITS**

Pursuant to Sections 22, 23, and 24 of CSC Memorandum Circular 41, s. 1998, all permanent BAR staff may now file their applications for monetization of leave credits.

All permanent staff who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days. Provided, that **at least five (5) days is retained after monetization.**

Due to budget constraints and subject to the availability of funds the following shall only be allowed:

For permanent staff with positions that have a **salary grade of 10 or higher**, the **maximum number of days that will be allowed for monetization is fifteen (15).**

For permanent staff with positions that have a **salary grade of 9 or lower**, the **maximum number of days that will be allowed for monetization is twenty (20).**

All applications must be submitted to the HRMU for evaluation and computation on or before **December 13, 2022** to provide ample time for processing and approval of the undersigned.

For your information and compliance.

Done this 5<sup>th</sup> day of December 2021

  
**JOELL H. LALES**