

February 19, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Dear Dr. Yepes,

Greetings of Peace and Good Health!

I hope this letter finds you well. I am writing to formally request the monetization of more than 50% of my accumulated leave credits, in accordance with the Civil Service Commission guidelines on leave monetization.

1. Pursuant to Joint CSC-DBM Circular No. 1 series of 1991 and Joint CSC-DBM Circular No. 2 series of 1997 providing Amendatory Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees and in accordance with the provisions of Sec. 22, Monetization of leave credits and Section 23, Monetization of 50% or more of vacation/sick leave credits of Rule XVI, of the Omnibus Rules on Leave Implementing Book V of the Administrative Code of 1987, and to ensure equitable payment of monetization of leave credits.
2. Pursuant to CSC Resolution No. 02-0731, dated May 21, 2002, this Commission adopted the Amendment to Section 23, Rule XVI, of the Omnibus Rules on Leave, the pertinent portions of which read in a, b, d and f.

I need to avail of special monetization because I do not have enough money to cover my mother's hospital expenses until her burial. I also need to help my child with the hospital expenses for his wife's childbirth, and I need money for the arrangement and settlement with the family of my youngest child's accident, along with the CSWD and PNP. This situation has caused a financial burden, and I plan to use the monetized leave credits for these expenses.


I would appreciate your favorable consideration of this matter.

Thank you very much for your understanding and assistance.

To God be the Glory!

God bless you always and your family.

Very truly yours,



DANILO G. DUMAGUING
Internal Auditor III, IASO