

20 June 2023

**MEMORANDUM CIRCULAR NO. 09**  
Series of 2023

**T O: All Interested Faculty and Staff (Regular, Contractual and Casual)**  
**R E: Additional request on Monetization of Leave Credits (MLC) for CY 2023**

Due to additional and insistent requests on monetization, the Administration sought advice from DBM Reg. Office VIII of the possibility for another submission of Special Budget Request (SBR) for monetization of MLC. Fortunately, DBM Reg. Office VIII suggested to submit said request within the week.

In this regard, all interested faculty and staff who have not availed MLC in the 1st batch are directed to submit accomplished Application for Leave form (CSC Form No. 6, Revised 2020), preferably generated from the employee's HRIS account (with type of leave: monetization) to OVPAF for approval. It is further advised that the maximum number of leave credits for monetization shall not exceed 50% of accumulated leave credits. **If the request for MLC exceeds 30 days, a letter request with a reason and approved by the University President shall be attached to the application form.**

The deadline of submission of application for MLC for the Main campus to the HRM shall be on or before June 23, 2023 (Friday) while the submission of list of applicants from the component campuses shall be on June 22, 2023.

For your information and guidance.



**DANIEL LESLIE S. TAN**

Vice President for Administration and Finance