



VISAYAS
STATE UNIVERSITY

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T O : ALL VSU FACULTY AND STAFF

R E : Additional Monetization of Leave Credits for CY 2018

Please be informed that the University is accepting another batch of applications for monetization of leave credits for CY 2018 since it has determined PS savings.

Relative to this, approved applications for monetization must be submitted to PRPEO c/o Ms. Regina C. Bibera on or before December 19, 2018 to facilitate processing. Requests for monetization above 10 days must be supported with appropriate documents as per CSC Rules Section 22 of the Omnibus Rules on Leave, provides that:

"Sec. 22. Monetization of leave credits. Officials and employees in the career and non-career service, whether permanent, temporary, casual, or coterminous, 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 and provided further that a maximum of thirty (30) days may be monetized in a given year.

In addition, under Section 23 of the Omnibus Rules on Leave, it is thus provided:

The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

For your information and guidance.

REMBERTO A. PATINDOL
Vice-Pres. for Administration & Finance