



6 October 2021

**MEMORANDUM CIRCULAR NO. 108**  
Series of 2021

**T O: All Concerned Employees**  
**R E: Updates on Monetization of Leave**

This is relative to VSU's request with DBM on the release of SARO for payment of monetization of leave credits for CY 2021. Kindly refer to the attached reply letter of DBM for details.

To comply with the comment of DBM, all applications for monetization with supporting documents were reviewed by USHER to determine which applications are qualified to "critical medical condition" requirement. However, USHER found only one (1) qualified as related to critical medical condition.

To address the other applications, Budget Office is currently in the process of the computation for the projected PS savings which might be used for payment of monetization. All approved application for leave will be considered subject to prioritization and possible release is on the 2<sup>nd</sup> week of December 2021.

For your information and guidance.

  
**EDGARDO E. TULIN**  
President



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

August 20, 2021

**DR. EDGARDO E. TULIN**

University President  
Visayas State University  
Baybay City, Leyte



Dear **Dr. Tulin**:

This refers to your request for the release of funds in the total amount of ₱4,422,567.05 for the payment of monetization of leave credits (MLC).

Circular Letter (CL) No. 2021-4 dated March 3, 2021 was issued to prescribe the guidelines in the processing of requests for the release of funds for the monetization of leave credits in FY 2021, which provides the following, among others:

*"2.3 - Due to the limited appropriations for PGF under the FY 2021 General Appropriations Act (Republic Act No. 11518), (this Special Purpose Fund being lower than the estimated requirements for the year as proposed under the President's Budget), the funds required for the payment of MLC shall instead be charged against any available released Personnel Services (PS) allotment of an agency.*

*2.4 - However, an agency may submit a special budget request to DBM for the release of funds for the monetization of leave credits chargeable against the FY 2021 PGF, for reasons of critical health, medical, and hospital needs of the employee and the immediate members of his/her family."*

Per coordination with the concerned personnel, the University is yet to determine the available PS allotment. In view of the foregoing considerations, we are returning the request without favorable action with the advice that the same be charged against any available PS allotment. Moreover, while the submitted List of Personnel Availing Monetization of Leave Credits indicated medical and health reasons, please be reminded that release of funds may only be made if it pertains to **critical** health, medical, and hospital needs of the employee and the immediate members of his/her family, thus, the same must be substantiated with the applicable supporting documents.

For information and guidance. Thank you.

Very truly yours,

  
**IMELDA C. LACERAS, CESO III**  
Director IV