



**VISAYAS**  
STATE UNIVERSITY

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26 September 2018

**MEMORANDUM NO. 19**

Series of 2018

**T O : ALL VSU FACULTY AND STAFF**

**R E : Monetization of Leave Credits for CY 2018**

Please be informed that the University is now accepting applications for monetization of leave credits for CY 2018.

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.*

Relative to this, approved applications for monetization must be submitted to PRPEO c/o Ms. Regina C. Bibera on or before October 12, 2018 since we will be requesting DBM issuance of Special Allotment Release Order (SARO) for the said amount. Applications beyond October 12 cannot be funded anymore. Requests for monetization above 10 days must be supported with appropriate documents.

For external campuses, please submit consolidated data using attached form for the List of Personnel Availing Monetization of Leave Credits (LPAMLC).

For your information and guidance.

**REMBERTO A. PATINDOL**

Vice-Pres. for Administration & Finance