



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

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MEMORANDUM NO. 21

Series of 2017

T O : ALL VSU FACULTY AND STAFF

R E : Monetization of Leave Credits for CY 2017

Please be informed that the University has determined that some amount can be used for the monetization of leave credits of personnel for CY 2017. Priority will be given to those who will monetize their leave credits for ten (10) days only. Monetization in excess of ten (10) days will be on 2nd priority.

In addition, the Department of Budget and Management (DBM) has set a deadline for special budget requirements on November 15, 2017. Relative to this, application for monetization must be submitted to the Office of the Vice President for Administration and Finance (OVPAF) on or before November 3, 2017. The release of monetization will possibly start on the 2nd week of December, 2017.

Granting of monetization of leave credits will be on first come first serve basis.

For your information and guidance.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol'.

REMBERTO A. PATINDOL

Vice-Pres. for Admin. and Finance