



## VISAYAS STATE UNIVERSITY

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### *Office of the Vice President for Administration & Finance*

10 December 2015

#### **MEMORANDUM NO. 29**

Series of 2015

**T O: All VSU Faculty and Staff**  
**R E: Monetization of Leave Credits for CY 2015**

Please be informed that the University has determined that an amount can be used for the monetization of leave credits of personnel for CY 2015. 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 2<sup>nd</sup> priority.

Application for monetization should be submitted to the Office of the Vice President for Administration and Finance (OVPAF) on or before December 15, 2015.

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

For your information and guidance.

*Roberto C. Guarate*  
**ROBERTO C. GUARTE**

VP for Administration and Finance

*ORC*  
*12/10/15*

cc: OP  
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