



04 January 2022

**MEMORANDUM CIRCULAR NO. 1**

Series of 2022

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

**R E : 2<sup>ND</sup> Batch of Monetization of Leave Credits for CY 2021**

Please be informed that after obligation of Personal Services (PS) accounts, we still have available allotment. This will be used for the second batch of monetization and the following are the guidelines:

1. Eligible personnel are those that were not included in the first batch.
2. Only ten (10) days must be availed to accommodate more applicants.
3. This will be on a first come first serve basis, since we have only limited funds.

In this regard, concerned personnel may submit application for leave form (CSC Form No. 6 Revised 2020) to Office of the Vice-President for Admin. and Finance (OVPAF) / Office of the Chancellor for External Campuses not later than January 6, 2022 (Thursday). This is to give ample time for processing since said transaction will be included in CY 2021 year-end report preparation due this month.

For your information and guidance.

*Dan-ampac*  
**DANIEL LESLIE S. TAN** *ov 14/22*  
VP for Administration and Finance