



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM CIRCULAR NO. 022

TO : All Officials and Employees of the Department Proper Prosecutors and Support Staff in the National Prosecution Service Field Offices

SUBJECT : Applications for Monetization of Vacation Leave Credits for 2019

DATE : JUN 20 2019

In the interest of the service and pursuant to the provisions of existing laws, covered officials and employees are authorized to monetize their Vacation Leave (VL) credits up to the maximum indicated hereunder provided that at least five (5) days VL credits are retained after monetization:

Salary Grade of Applicant	Maximum Credits Allowed Under Regular Monetization
SG 1 to SG 25	Thirty (30) Days
SG 26 to SG 30	Fifteen (15) days

Monetization of leave credits and applications therefor shall strictly comply with the applicable laws, rules and regulations.

Employees of local prosecution offices in the regions may file duly filled-up applications for monetization of VL credits at their respective Regional Prosecution Offices.

Employees in the Department of Justice Proper and NCR prosecution offices may file duly filled-up applications for monetization of VL credits with the Director of the Administrative Service, who is hereby designated as the signing authority to act on and approve all applications for monetization under this Circular.

All filled-up applications shall be forwarded to the Leave Section, Administrative Service, this Department, not later than **25 June 2019**.

This circular does not cover applications for special monetization, i.e. monetization of fifty percent (50%) or more of the accumulated leave credits (VL and Sick Leave) which may be allowed for valid and justifiable reasons pursuant to Civil Service Commission Memorandum Circular No. 16, series of 2002, subject to availability of funds.


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Secretary

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