Office of the Chancellor

23 November 2015

MEMORANDUM No. CCDP-2015

TO : DEANS/DIRECTORS/HEADS of Offices
     Attention: Administrative Officers/Designees

FROM : CARMENCITA D. PADILLA, MD, MAHPS
       Chancellor

SUBJECT : Monetization of Leave Credits CY 2015, Part II

There will be a second round of monetization of leave credits for this year with the same guidelines as follow:

1. **Number of days to be monetized** – maximum of ten (10) days

2. **Eligibility** – any employee with accumulated vacation or sick leave credits, or a combination of both, provided, that a balance of at least 15 days sick leave credits, and at least five (5) days vacation leave credits (for mandatory leave) remain, after monetization.

3. **Deadline for filing of application** – application should be filed with the HRDO not later than 26 November 2015.

4. **Date of Payment** – payment shall be done not earlier than 15 December 2015.

Please ensure the widest dissemination of this information.