



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

8 August 2022

MEMORANDUM NO. CCDP-2022-263

TO : All Concerned Employees

SUBJECT : **Monetization of Leave Credits for CY 2022**

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In connection with the Memorandum No. NGY 22-90, all qualified Administrator and staff may file application for a maximum of ten (10) days monetization of vacation leave credits provided that at least five (5) days of vacation leave credits shall remain after the application. The deadline for submission of application (hard copy) to the HRDO shall not be later than **11 August 2022**. All Administrative Officers of each unit shall collate and create a list of personnel who applied for the Monetization.

The payment of the Monetization of Leave credits shall not be earlier than **19 August 2022**.

For information, guidance, and compliance.

**Carmencita D. Padilla, MD, MAHPS**  
Professor and Chancellor