



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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08 August 2022

MEMORANDUM NO. NGY 22 - 90

FOR : Vice Presidents, Secretary of the University
Chancellors
Director, UP PGH
Heads of Units

SUBJECT : Monetization of Leave Credits for CY 2022

Considering the current conditions, particularly the remaining threat of COVID-19 and a consistent uptrend in the inflation rate in the past months, the Administration recognizes the need of employees for additional funds for their living expenses. Hence, monetization of leave credits for CY 2022 is hereby authorized. Administrators and staff may now file applications subject to the following guidelines:

1. Number of days to be monetized

Maximum of ten (10) days, subject to availability of the respective CU/UP PGH/UP System Administration funds.

2. Eligibility

Any employee who has accumulated vacation leave credits is eligible, provided that a balance of at least five (5) days vacation leave credits (for mandatory leave) remain after monetization.

3. Mode for filing of application

In consideration of protocols in receiving/routing physical copy of documents, the online submission of application for monetization of leave credits (in pdf or jpeg format) is encouraged, provided it is sent to the HRDO using the employee's official UP email account (@up.edu.ph).

Otherwise, printed signed application may be filed with the HRDO.

The HRDO, however, may issue additional guidelines to facilitate the procedure and in the best interest of the employees.

4. Deadline for filing of application to the HRDO

Not later than 10 August 2022 (Wednesday)

5. Funding source

Savings in Personal Services (PS) under the General Fund (GF) or Revolving Fund (RF).

6. Date of Payment

Starting 17 August 2022 (Wednesday)

NESTOR G. YUNQUE
Vice President for Administration