



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

25 July 2023

MEMORANDUM NO. CCDP-2023-209

TO : All Concerned

SUBJECT : **Monetization of Leave Credits CY 2023**

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In line with the Memorandum No. NGY 23-74 and in compliance with AOM No. 2023-10 (2022), Administrators and staff may file applications for monetization subject to the following guidelines:

**1. Eligibility and Number of days to be monetized**

UPM Administrators and staff who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize an equivalent of ten (10) days of leave credits; Provided, that at least five (5) days are retained after monetization<sup>1</sup>.

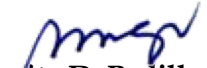

**2. Procedure and deadline for filing of application to the HRDO**

Application for monetization should be filed with the Human Resources Development Office not later than 28 July 2023 (Friday).

**3. Date of Payment**

07 August 2022 (Monday).

For your information and guidance.

For:  ,OIC  
**Carmencita D. Padilla, MD, MAHPS**  
Professor and Chancellor 

<sup>1</sup>Section 22, CSC MC 41, s. 1998