



26 July 2024

MEMORANDUM NO. CMLT-2024-213

TO : **All Concerned**

THROUGH : **The Deans, Directors, and Heads of Offices/Units**

SUBJECT : **UP Manila Guidelines on Monetization of Leave Credits for CY 2024**

In line with Memorandum No. ACR 24-100 and in compliance with AOM No. 2023-10 (2022), administrators and staff may file their application 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**¹ shall be allowed to monetize **ten (10) days** of leave credits. UP System guidelines provide that there must be at least 5 (five) days retained after monetization.

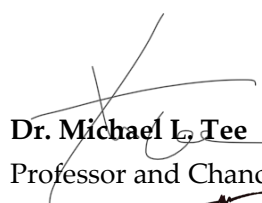

2. Procedure and deadline for filing of application to the HRDO

Application for monetization should be filed with the HRDO not later than 30 July 2024 (Tuesday), at 5:00 pm.

3. Date of Payment

Starting 05 August 2024 (Monday).

For your information and guidance.


Dr. Michael L. Tee
Professor and Chancellor 

¹ Section 22, CSC MC 41, s. 1998