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09 July 2025

MEMORANDUM NO. CMLT-2025-295

TO : All Concerned

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

SUBJECT : **UP Manila Guidelines on Monetization of Leave Credits CY 2025**

Pursuant to Memorandum No. ACR 25-92 and in compliance with AOM No. 2023-10 (2022), UP Manila administrators and staff may file applications for monetization, subject to the following guidelines:

1. Eligibility and Number of days to be monetized

Administrators and staff who have **accumulated 15 days of vacation leave credits¹** shall be allowed to monetize **10 days** of leave credits. UP System guidelines provide that there must be at least five (5) 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 **21 July 2025 (Monday)**.

3. Date of Payment

Starting 04 August 2025 (Monday)

For your information and guidance.


Dr. Michael L. Tee
Professor and Chancellor

¹ Section 22, CSC MC 41, s. 1998