MEMORANDUM NO. 142  
Series of 2015

TO : All UPLB Employees  
SUBJECT : Monetization of Leave Credits for CY 2015

Pursuant to Memorandum No. MSVA-15-124 dated 27 October 2015 issued by Prof. Maragtas S.V. Amante, Vice President for Administration, UP System, all UPLB employees may now apply for monetization of leave credits of up to ten (10) days, provided that at least fifteen (15) days of sick leave credits and at least five (5) days of vacation leave credits (for mandatory leave) shall remain after monetization.

Application for monetization should be filed with the HRDO not later than 06 November 2015. A copy of the above-mentioned memorandum is hereto attached for your reference.

FERNANDO C. SANCHEZ, JR.  
Chancellor

Attachment: a/s  
cc: OVCA  
    HRDO  
    RMO
MEMORANDUM NO. MSVA -15 – 124

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

SUBJECT : Monetization of Leave Credits for CY 2015

As discussed in the 316th President’s Advisory Council (PAC) meeting on 13 October 2015, the monetization of leave credits for CY 2015 is hereby authorized. Administrators and staff can now file applications subject to the following guidelines:

1. **Maximum number of days to be monetized**
   Maximum of ten (10) days

2. **Eligibility**
   Any employee with accumulated vacation or sick leave credits, or a combination of both; provided, that a balance of at least 15 days sick leave credits, and at least five (5) days vacation leave credits (for mandatory leave) remain, after monetization.

3. **Deadline for filing of application**
   Not later than 6 November 2015 (Friday).

4. **Funding source**
   Savings in Personal Service (PS) under the General Fund (GF) or Revolving Fund (RF).

5. **Date of Payment**
   Payment shall be done starting 13 November 2015 (Friday).

MARAGTAS S.V. AMANTE
Vice President for Administration

cc: Office of the President

Quezon Hall, U.P., Diliman, Quezon City, Philippines 1101
Tel. No. 925-0984; 981-8500 loc. 2525/2526
Telefax: 325-6721
E-mail: ovps@up.edu.ph