

8. Monetization of Leave Credits

Officials and employees who have accumulated fifteen (15) days of vacation leave (VL) shall be allowed to monetize a minimum of ten (10) days: Provided that at least five (5) days VL credits is retained after monetization and provided-further that a maximum of thirty (30) days may be monetized in a given year except for valid and justifiable reasons under CSC.

Office or Division:	Personnel Section			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd permanent employee, temporary, casual, and co-terminus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (3 copies)		Client		
2. CSC Form 6 (3 copies)		Records Section		
3. Latest appointment (3 photocopies)		Client		
4. Payslip (3 photocopies)		Client		
<i>Additional requirements:</i> <ul style="list-style-type: none"> • Medical certificate/medical abstract/hospital bill • Bill of materials/quotation • Official receipt of tuition fee • Certificate of balances from loan institution 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the complete requirements	Receive and submit the application requirements for monetization to Personnel Section	None	20 minutes	Records Personnel/ Administrative Aide VI
	Check the completeness and authenticity of the documents submitted	None	30 minutes	HR Personnel/ Administrative Officer IV
	Deduct the number of days to be monetized from the leave	None	7 hours	HR Personnel/ Administrative Officer IV

	balances			
	Certify the available remaining leave balances	None	1 day	Administrative Officer IV- Personnel
	Recommend the approval of monetization		1 day	Administrative Officer V
	Approve the application for monetization		1 day	SDS
TOTAL:		None	3days, 7 hours and 50 minutes	