



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-MC-21J16-_____

MEMORANDUM CIRCULAR No. 046

To : **All Officials and Employees in Region I and Region II of the National Prosecution Service**

Subject : **Monetization of Leave Credits**

Date : **21 October 2016**

Pursuant to Section 23 of the Civil Service Commission Omnibus Rules on Leave, in order to extend financial aid and assistance to officials and employees of the Department affected by Super typhoon Lawin, **organic personnel of Region I and Region II are authorized to avail of fifty percent (50%) of their accumulated vacation/sick leave credits.**

In order to facilitate the preparation of our request to the Department of Budget and Management, the following directives are issued:

1. The Regional Prosecutors of the two (2) regions are enjoined to disseminate the information and submit the applications for monetization of leave credits to the Leave Section, Administrative Service, this Department, **on or before 4 November 2016**; and
2. The Director of the Administrative Service is designated as the signing authority to act on or approve the applications for monetization under this circular.

Please be guided accordingly.

VITALIANO N. AGUIRRE II

Secretary

Department of Justice
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