



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

VNA-MC-\_\_\_\_\_

**MEMORANDUM CIRCULAR No. 035**

To : **All Officials and Employees of the Department Proper Prosecutors and Support Staff in the National Prosecution Service Field Offices**

Subject : **Grant of Monetization of Leave Credits**

Date : JUN 06 2017

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In the interest of the service and pursuant to the provisions of existing laws, monetization of up to 50% of all accumulated vacation/sick leave credits may be availed of subject to the condition that there shall remain five (5) days vacation leave/service credits after monetization.

Duly filled-up applications for monetization of leave credits may now be filed at the Leave Section, Administrative Service, this Department, **not later than July 14, 2017**. The Director of the Administrative Service is designated as the signing authority to act on or approve the applications for monetization under this circular.

  
**VITALIANO N. AGUIRRE II**

*Secretary*

Department of Justice  
CN : 0201706081

