



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM CIRCULAR No. 012

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 : 7 June 2018

Pursuant to CSC-DBM Joint Circular No. 2-97 dated 25 June 1997 in relation to the Joint CSC and DBM Circular No. 1, s.1991 dated 27 June 1991 or the "Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees," monetization of a **maximum of thirty (30) days of leave credits** may be availed subject to the following conditions:

1. There shall remain five (5) days vacation leave/service credits after monetization; and
2. Said official or employee has accumulated no less than fifteen (15) days vacation leave/service credits, in which case he can monetize no more than ten (10) days.

Applications for monetization of leave credits may be filed on or before 15 August 2018 at the Leave Section, Administrative Service, this Department.


MENARDO I. GUEVARRA
Secretary

Department of Justice
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Encl.: As stated