

[CSC & DBM JOINT CIRCULAR NO. 2-97, June 25, 1997]

**AMENDATORY RULES AND REGULATIONS GOVERNING THE
MONETIZATION OF LEAVE CREDITS OF GOVERNMENT OFFICIALS
AND EMPLOYEES**

The following rules and regulations are being promulgated and adopted to amend Rules IV and VI Joint CSC-DBM Circular No. 1, s. 1991, governing the monetization of leave credits of government officials and employees:

RULE IV Monetization of Leave/Service Credits

SECTION 1. Officials and employees in the career and non-career service, whether permanent, provisional, temporary or casual, shall be allowed to monetize a maximum of thirty (30) days vacation leave/service credits, 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.

SECTION 2. The monetization of leave credits shall have to be availed of only once a year. However, for 1997, an official or employee who has already monetized ten (10) working days in accordance with Joint CSC-DBM Circular No. 1, s. 1991, may be allowed to monetize the balance of twenty (20) working days provided there shall remain no less than five (5) days leave to his credit after monetization.

SECTION 3. An official or employee who availed of this privilege shall still go on five (5) days forced leave subject to the provisions of Executive Order No. 1077 dated January 9, 1986 and its implementing rules and regulations.

RULE VI Funding and Effectivity

SECTION 1. Funding — Funding for the implementation of the monetization of vacation leave/service credits shall be charged against any savings of the department, agency, government-owned/ -controlled corporation or local government unit concerned. For purposes of this Circular, "savings" is as defined under Section 54 (Meaning of Savings and Augmentation), General Provisions, FY 1997 General Appropriations Act.

In the utilization of savings, agencies shall give priority to the augmentation of the items enumerated under Sections 55 (Priority in the Use of Savings) and 56 (Use of