GUIDELINES IN THE APPLICATION FOR MONETIZATION OF LEAVE CREDITS AND COMPUTATION OF MONEY VALUE OF THE TEN DAYS MONETIZED LEAVE CREDITS

Read online (full-text search, related cases, audio case brief): https://batas.org/library/efb468348dd0/

Pursuant to Joint CSC-DBM Memorandum Circular No.1, s. 1991, (See below) government officials and employees in the career or non-career service whether permanent, temporary, provisional or casual may be allowed to monetize a maximum of ten (10) days leave credits.

In this connection and for uniformity in the application of this Circular, the following guidelines shall be followed in monetization of the leave credits.

I
Application for Monetization of
Leave Credits:

1. Monetization of Leave Credits shall be made in the prescribed leave form, CSC Form No. 6, revised 1984;

2. No inclusive dates shall be indicated in item No. 6 (c) of the leave form. The number of days applied for shall be indicated instead.

3. Application for monetization shall be approved by the Head of the office concerned.

II
Computation of the Money Value of the
Ten (10) Days Leave Credits:

FORMULA:

$$\frac{\text{Monthly Salary}}{22} \times 10 \text{ days} = \text{Money value of the monetized leave}$$

EXAMPLE:

P10,000.00 (monthly sal.)

_____

X 10 days = P4,545.45

22

NOTE:

Divisor of 22 is used as the average working days per month.

III
Tax Exempt

Monetization of Leave Credits shall be exempted from income tax.

Please be guided accordingly.

Adopted: 23 July 1991

(SGD.) PATRICIA A. STO. TOMAS
Chairman

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.