

DRN: III-FO-HRMDD-PAS-A-COMM-24-06-38262-S

MEMORANDUM

FOR : ALL DSWD FIELD OFFICE III EMPLOYEES

FROM : THE OIC – DIVISION CHIEF
Human Resource Management and Development Division

**SUBJECT : MEMO SUMMARIZING THE INTERIM GUIDELINES ON THE
PAYMENT OF MONETIZATION OF LEAVE CREDITS FOR
FY 2024**

DATE : 06 JUNE 2024

This memorandum is issued summarizing the Interim Guidelines on the Payment of Monetization of Leave Credits for FY 2024 dated 31 May 2024.

1. Period of Submission:

Before	New
January to March (Processing: 1 st Week of April)	Applications for MLC due to medical emergencies and calamity-related concerns received within the period following the table below:
April to June (Processing: 1 st Week of July)	From the 1st to the 15th of the Month: Convening the Committee will be after the 15th day of the month; and
July to August (Processing: 1 st Week of September)	From the 16th to the last day of the Month: Convening the Committee will be after the last day of the month but before the 15th day of the following month.
September to October 15 (Processing: October 16, not later than October 31)	Application for MLC <u>due to reasons</u> other than medical emergencies and calamity-related concerns will be paid towards the end of the year <u>subject to the availability of funds.</u>

2. Monetization of Leave Credits (MLC) Guidelines:

- DBM Circular Letter No. 2024-1 limits MLC payments to extraordinary circumstances like **medical emergencies and calamities-related**.
- Payments must come from the department's available PS allotments after satisfying retiree benefits.

3. Submission and Approval Process:

- Applications must be submitted to the Personnel Administration Division (PAD)/Personnel Administration Section (PAS) by **November 15, 2024**.
- Applications must be certified, approved, and justified based on health, medical, or calamity-related reasons.
- Additional documents are required for applications for more than 50% of total leave credits.

5. Committee on Monetization:

- Will deliberate on MLC applications due to medical emergencies and calamity-related concerns.
- If PS funds are insufficient, special budget requests can be made to DBM.

6. Prioritization:

- Priority 1: Applications due to medical reasons and calamity-related concerns.
- Priority 2: Employees below salary grade 19, regardless of reason.
- Priority 3: Chronological order based on the date of filing.

7. Additional Requirements:

- Justifications and supporting documents must be provided for special budget requests.
- The memo temporarily suspends DSWD AO 19, series of 2018, for the duration of FY 2024.

For a detailed understanding, the complete guidelines are attached. Should you have any concerns or issues regarding this please feel free to contact the HRMDD – PAS via local number 129.

For your reference.


JENNIFER CAMPANG-MORALES

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