

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-6071 TO 78
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OUR REFERENCE:

MC No. 55, s. 2012

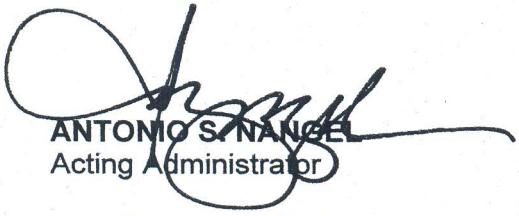
MEMORANDUM CIRCULAR

**TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY
ADMINISTRATORS, DEPARTMENT/REGIONAL/OPERATIONS/
PROJECT MANAGERS, DIVISION MANAGERS, AND
OTHERS CONCERNED**

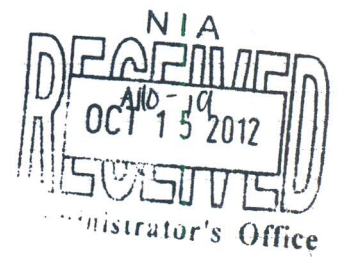
**SUBJECT: REQUEST FOR MONETIZATION OF ACCUMULATED
LEAVE CREDITS**

Attached is a copy of the memorandum of the Deputy Administrator for Administrative and Financial Sector recommending that requests for monetization of leave credits should not exceed P100,000.00 per employee subject to availability of funds and that in case of regional/field offices, which are paying the request for monetization that does not require cash from NIA-C.O., compliance to the foregoing ceiling on monetization is left to the sound discretion of the concerned officials.

For your information and guidance.


ANTONIO S. NANGEL
Acting Administrator

27 December 2012



October __, 2012

MEMORANDUM

FOR : The Administrator
This Agency

FROM : The Deputy Administrator
for Administrative and Financial Sector/
Chairperson, Committee on Employee's Benefits

SUBJECT : Request for Monetization of Accumulated Leave Credits

Sec. 23, Rule XVI of the Omnibus Rules on Leave (CSC MC No. 41, S. 1998) was amended to squarely address the need to provide for the allowance of the monetization of 50% or more of accumulated leave credits in consideration of an employee's dire financial needs subject to availability of funds. Said amendment was circularized under NIA MC No. 58, s. 2002.

However, considering the number of employees who are requesting for monetization of their accumulated leave credits, there is a need to set a ceiling on the total amount to be monetized per employee in order for the Agency to accommodate the requests of as many employees as possible.

In view of the foregoing, it is respectfully recommended that requests for monetization of leave credits shall not exceed ₱100,000.00 per employee subject to availability of funds. For regional/field offices which are paying the request for monetization that does not require cash from NIA-C.O., compliance to the foregoing ceiling on monetization is left to the sound discretion of concerned officials.

Recommending Approval

MR
LORNA GRACE B. ROSARIO*dep*

RCM - Raen

GR

Approved/Disapproved

ANTONIO S. NANGEL
ANTONIO S. NANGEL
Administrator