



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

HUMAN RESOURCE MANAGEMENT OFFICE



Municipal Government Complex, Madrid Boulevard, Zone III, Pinamalayan, Oriental Mindoro 5208
Email: hrmo@pinamalayan.gov.ph ~ Telephone: (043) 738-9454

Amendment 3

MEMORANDUM

HR -45-2023

FOR : ALL DEPARTMENT HEADS AND CHIEFS-OF-OFFICES
This Municipal Government

SUBJECT : Submission of Intent (by Office) for Monetization of Leave Credits

DATE : September 14, 2023

Please be informed that for this year, regular employees shall be allowed to monetize either 10 or 15 vacation leave (VL) credits. Please be informed, however, that the maximum monetization of 15 VL credits for this year may (or may not) be reduced, depending on the availability of fund.

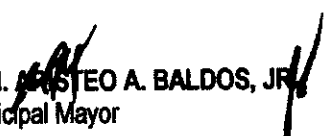
For the purpose of approximation, this memorandum directs all departments/divisions/work units with regular personnel to declare intent to apply for monetization of leave in advance by accomplishing the template attached in this memorandum. Please submit the document **on or before September 21, 2023 (Thursday)**. An electronic copy of this template shall be sent to the agency's official GC for administrative staff.

Kindly stand by for our official advice on the submission of the actual Application for Leave (Monetization) through a separate memorandum. Please be reminded that only the application for monetization of leave of those personnel whose name was included in the document (intent to monetize) submitted by the office shall be accepted by the HRMO.

Thank you very much.


NEMIA B. MONSANTO
MGDH I - HRMO

Noted:


HON. ARISTEO A. BALDOS, JR.
Municipal Mayor

OFFICE OF THE VICE MAYOR

Received by: Varmin

Position: _____

Date: 9-15-23 Time: 11:55

