



Republic of the Philippines  
**House of Representatives**  
 Quezon City, Metro Manila

Control No. (With initials of recipient)	<b>APPLICATION FOR MONETIZATION OF LEAVE CREDITS</b>	Date of Filing
--	--	----------------

NAME (Last)	(First)	(M.I)	HOR I.D NO.
-------------	---------	-------	-------------

SERVICE/OFFICE	POSITION
----------------	----------

I hereby apply for the monetization of \_\_\_\_\_ days and \_\_\_\_\_ days of my earned and audited leave credits.  
(No. of VL Applied) (No. of SL Applied)

I understand that my application shall be processed on a first come, first serve basis, subject to the availability of funds. Furthermore, should this application be approved and a leave credit problem is subsequently discovered on audit, I hereby authorize the HRMS to effect the necessary adjustment in my Leave Record (LR). In case of overpayment and my current leave balance is insufficient to offset the same, I authorize the HRMS to deduct the corresponding amount from my salary/benefits.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

**ACTION TAKEN BY APPROPRIATE LEVEL**

<input type="checkbox"/> RECOMMENDING APPROVAL	<input type="checkbox"/> RECOMMENDING APPROVAL	<input type="checkbox"/> APPROVED
<input type="checkbox"/> RECOMMENDING DISAPPROVAL	<input type="checkbox"/> RECOMMENDING DISAPPROVAL	<input type="checkbox"/> DISAPPROVED

\_\_\_\_\_  
 IMMEDIATE SUPERVISOR/CHIEF

\_\_\_\_\_  
 HEAD OFFICE

\_\_\_\_\_  
 APPROVING AUTHORITY

**CERTIFICATION BY HRMS**

This is to certify that the latest monthly salary of the above-named applicant is \_\_\_\_\_ (P \_\_\_\_\_). This is to certify further that based on our records the following leave credits as of \_\_\_\_\_ are true and correct.

	Vacation Leave	Sick Leave	Total Leave Credits
Total Leave Credits Available for Monetization	_____	_____	_____
Less: Leave Credits Applied for Monetization	_____	_____	_____
Total Leave Balance After Monetization	_____	_____	_____

**EVELYN G. DE JESUS**  
 DIRECTOR II  
 HUMAN RESOURCE MANAGEMENT SERVICE

**DR. RAMON RICARDO A. ROQUE, CESO I, Diplomate**  
 DEPUTY SECRETARY GENERAL  
 FOR ADMINISTRATION