

ADMINISTRATIVE ORDER

No. 19
Series of 2018

**SUBJECT: Amendment of Memorandum Circular No. 08, Series of 2012:
Updated Guidelines on Monetization of Leave Credits**

I. Rationale:

On January 8, 2018, the Department has issued **Administrative Orders No. 1 and 2, series of 2018¹**, which are geared towards the organizational strengthening of the agency. The said organizational strengthening initiative seeks to ensure the Department's responsiveness to the emerging exigent demands to enable the agency to fulfill its mandate.

With the issuance of the above-mentioned Administrative Orders, there were changes and/or movements in the organizational structure in the Central and DSWD Field Offices, purposively to realign the interoperability of relevant work units and support strategies so as to improve work efficiency and service delivery.

Hence, to be consistent with the current organizational set-up/arrangement and adopt changes on budget release procedure with the Department of Budget and Management (DBM), particularly National Budget Circular (NBC) No. 573 dated January 3, 2018², there is a need to amend, update and/or provide additional provisions to **Memorandum Circular No. 08, series of 2012**, or the Updated Guidelines on Monetization of Leave Credits, to ensure smooth and orderly processing of application of monetization of leave credits of DSWD officials and employees.

II. Amendment

In view of the above-mentioned considerations, the following items of Memorandum Circular No. 08, series of 2012, are hereby amended to read as follows:

¹Administrative Order No. 1, series of 2018 or Functional Structure of the DSWD Field Offices and Administrative Order No. 2, series of 2018 or Strengthening the DSWD Central Office

²Guidelines on the Release of Funds for FY 2018

6.6 Fund Source

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6.6.1 Payment for monetization of leave credits shall be released subject to the approval of the Department of Budget and Management (DBM).

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7.0 Committee on Monetization

A Committee on Monetization shall be created in the Central Office and Field Offices to be composed of the following:

Central Office

- Chairperson : Assistant Secretary or OIC of the Office of the Assistant Secretary for Finance and Legal
- Members : Director, Financial Management Service (FMS)
Director or Officer-in-Charge of the Human Resource Development Service (HRDS)
Director, Administrative Service (AS)
OIC Assistant Service Director for Special Projects, FMS
- Secretariat : Personnel Administration Division (PAD)
Budget Division

Field Office

- Chairperson : Assistant Regional Director or OIC-Assistant Regional Director as designated by the Secretary/Acting Secretary
- Members : Chief/OIC of the Human Resource Management and Development Division (HRMDD)
Chief/OIC of the Policy and Plans Division
Chief/OIC of the Administrative Division
Chief/OIC of the Protective Services Division
- Secretariat : Personnel Administration Section (PAS)
Budget Division

7.1 The Committee shall have the following functions:

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7.1.2 Monitor/ensure on time processing application for monetization of leave credits of qualified employees, based on its prescribed schedule.

xxx

7.2 The Secretariat shall perform the following functions:

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7.2.1 The PAD/PAS shall determine and certify the number of accumulated leave credits of the applicant and compute the money value of leave credits requested for monetization, reason for applying and the appropriate/authorized signatories.

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8.0 Operating Guidelines

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8.3 The PAD at the Central Office and the PAS in the Field Office shall review the application form for completeness and record the same in the monitoring form. Applications of employees and officials with insufficient leave credits will be officially returned/transmitted to the requesting employee indicating the reason/s why the request for leave monetization is not acted upon.

8.4 The Monetization Committee shall assess the applications for monetization and recommend approval thereof in the form of resolution, if found meritorious and submit for consideration of the approving authority, together with the duly accomplished application forms.

8.5 In case of disapproval/disqualification, concerned applicant/s shall be informed in writing of the reasons, based on the findings/deliberation of the Monetization Committee.

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III. Addendum:

Moreover, the following provisions are hereby added to provide the schedule for the processing of application for monetization and the requirements to be accomplished by DSWD Field Offices:

8.6 Processing of application for monetization

8.6.1 Illustrated below is the schedule for the processing of applications for monetization submitted to PAD/PAS on the period covered:

Period of Submission	Period of Processing
January to March	First week of April
April to June	First week of July
July to August	First week of September
September to October 15	October 16, not later than October 31

8.6.2 Applications for monetization received after October 15 will still be processed but are subject to the availability of the Department's savings.

8.6.3 Processing of applications for monetization may be made immediately if the reason is found to be emergency in nature.

8.7 Documentary Requirements to support processing of monetization of leave credits

The following requirements shall be submitted by PAD/PAS to the Financial Management Service (FMS), which office shall be responsible in endorsing the request for funding allocation to the Department of Budget and Management (DBM):

8.7.1 Summary of applications signed by the Division Chief or Officer-in-Charge of PAD (in the case of Central Office) and Regional Director (in the case of DSWD Field Offices), indicating the name, salary, number of days applied for, amount and purpose;

8.7.2 Certified True Copy of applications for monetization;

8.7.3 Original copy of Service Record;

8.7.4 Monetization Committee Resolution.

The DSWD Field Offices shall directly submit the above-mentioned requirement to FMS.

This Order shall take effect immediately upon issuance. All other Department issuances inconsistent herewith are deemed either amended or revoked accordingly.

Issued this 11th day of October 2018.



VIRGINIA N. OROGO
Acting Secretary

Certify True Copy:



MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division