

Monetization of Leave Credits of NGA/SUCs Employees

CHECKLIST	(/)	CLARIFICATORY COMMENTS
1. Special Budget Request		
2. List of Personnel Availing Monetization of Leave Credits (LPAMLC) with the Certification of Non-Availability of Savings		<p>In accordance with the prescribed List of Personnel Availing Monetization of Leave Credits (LPAMLC) form with required Certification by the responsible Officers. (FORM C)</p> <p>Subject to the provisions of Budget Circular 2016-2, Circular Letter No. 2022-4, as well as other existing guidelines and those which will be issued for the matter.</p>
3. BED No. 3, in case of cash		
4. Latest Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), whichever is applicable		
5. Other documents as may be required by the latest guidelines		