



**ADMINISTRATIVE ORDER NO. JD-2025-001**

January 2, 2025

**TO : THE CITY VICE MAYOR, MEMBERS OF THE SANGGUNIANG PANLUNGSOD, DEPARTMENT HEADS, ASSISTANT DEPARTMENT HEAD, COLLEGE PRESIDENT-COLEGIO DE LA CIUDAD DE ZAMBOANGA-(AYALA AND VITALI CAMPUSES) AND ALL OTHERS CONCERNED**

**SUBJECT : MONETIZATION OF FIFTY PERCENT (50%) OF VACATION/SICK LEAVE CREDITS FOR FY 2025**

**1.0 PURPOSE**

To provide the governing guidelines in the implementation of Memorandum Circular No. 16, of the Civil Service Commission, amending Section 23, Rule XVI, of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave.

**2.0 RULES AND REGULATIONS**

Monetization of fifty percent (50%) of the unused vacation and sick leave credits for FY 2025 may be authorized due to the following reasons:

- 2.1 Hospital needs of the employee and the immediate members of his family,
  - a. In case of confinement, hospital records with the medical certificate from the hospital shall be presented to the City Health Officer for review and approval.
  - b. Medical Certificates shall strictly be issued only by the City Health Officer, or her absence, by the Assistant City Health Officer or by the duly designated Officer-in-Charge.
- 2.2 For those outpatients who undergo certain procedure/surgery in the hospital such as but not limited to the following, subject to submission of a medical certificate:
  - a. Eye Surgery
  - b. Series of Laboratory Exams
  - c. Chemotherapy
  - d. Dialysis





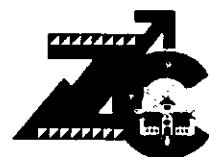
- 2.3 For financial assistance to city officials and employees who are affected by typhoons, fire, earthquake and other man-made disaster.
- a. A copy of the Calamity/Disaster Report duly certified by the City Social Welfare and Development Officer shall be attached to the application of leave for the 50% monetization of leave credits.
- 2.4 For funeral and burial expenses due to unexpected demise of the immediate members of the family.
- 2.4.1 A copy of the Death Certificate from the Office of the City Civil Registrar shall be attached to the application of leave for the 50% monetization of leave credits.
- 2.5 The City Human Resource Management Officer shall certify as to recognition of the bonafide immediate family member of the employee applying for the 50% monetization of leave credits.
- 2.6 The Monetization of fifty percent (50%) of the unused vacation and sick leave credits may be availed only once in a year aside from the regular 10 or 30 days monetization of the vacation leave credits.
- 2.7 In the computation of fifty percent (50%) unused vacation and sick leave credits, **a fraction thereof shall be considered as one whole number**, provided, the remaining leave credits for vacation leave shall not be less than five (5) days.
- 2.8 The disbursement thereof shall be subject to the usual accounting and auditing rules and regulations and subject, however, to the availability of funds.

### 3.0 DEFINITION OF TERM

*Immediate Family* - For this purpose, it shall refer to the spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof or dependent upon the employee for support.

### 4.0 FUNDING SOURCE

The cost to implement the herein benefits shall be taken from the respective appropriations allocated to the different departments/offices for Account Other Personnel Benefits-(Monetization of Leave Credits)-(5-01-04-990-7).





#### 5.0 RESPONSIBILITIES OF THE DEPARTMENT HEADS

Department Heads concerned shall be held responsible for the proper implementation of this Administrative Order. They shall be held liable for the grant of the 50% monetization of leave credits that is not in accordance with the provisions of this Administrative Order without prejudice to the refund of any undue payments by the officials/employees concerned.

#### 6.0 SAVING CLAUSE

Cases not covered by the provisions of this Administrative Order shall be referred to the City Mayor.

#### 7.0 REPEALING CLAUSE

Existing Executive or Administrative Orders, Circulars, Memoranda, Directives, Guidance and Issuances that are inconsistent with the provisions of this Administrative Order are hereby repealed, amended or modified accordingly.

#### 8.0 SEPARABILITY CLAUSE

In the event that any clause, sentence, paragraph, or part of this Order shall be declared invalid or void, the other remaining provisions shall not be affected thereby.

#### 9.0 DISSEMINATION

Let copies of this Administrative Order be furnished to the concerned offices for their information, guidance and appropriation action.

#### 10.0 EFFECTIVITY

This Administrative Order shall take effect upon its issuance.

**So Ordered.**

Issued this 2<sup>nd</sup> day of January, 2025.

*jd*  
**JOHN M. DALIPE**  
City Mayor

