**Monetization of Leave Credits Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* + Request letter for Payment
  + Payroll Summary
  + SARO (if applicable)

***For 10 Days***

* + Approved Leave Application with leave credit balance certified by the Human Resource Office

***For more than 10 Days***

* + Request for leave duly approved by the Head of Agency

***For 50% or more***

* + Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs
  + Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc.

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: