

March 30, 2023

**DIR. LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director  
DENR MIMAROPA Region  
1515 L&S Building, Roxas Blvd., Manila

**SUBJECT : REQUEST FOR COMMUTATION OF 51.528 LEAVE CREDITS**

Dear **Director Claudio**,

I am writing to request for the commutation of my 51.528 leave credits accumulated during my tenure in the department as Administrative Aide VI under the Enforcement Division. I transferred to the City Government of Calapan dated June 25, 2022 and requested your good office for my clearance to transfer including my accumulated leave credits.

Unfortunately, my appointment in LGU of Calapan was invalidated by the Civil Service on August 25, 2022 and I opted for reappointment in the same position. However, I was only reappointed last January 3, 2023 which incurred a gap in my service. Based on CSC Rules on Leave Sec.47, employee who transferred from one government agency to another is entitled for the commutation of his accumulated vacation/sick leave credits. In view of this, I would like to avail of this benefit and request that my leave credits be commuted.

Please let me know if there are any further requirements or procedures that I need to follow to facilitate this request. I would greatly appreciate a timely response regarding this matter.

Thank you very much for your kind attention to this request.



**SANDRO E. ANGELO**  
0956-973-1913