

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

April 7, 1986

MECS O R D E R
No. 12, s. 1986

AUTHORITY FOR GOVERNMENT OFFICIALS AND EMPLOYEES
TO TRAVEL AND/OR WORK ABROAD

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Regional Directors
Chief of Service and Heads of Units/Centers
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Executive Order No. 6 promulgated on March 12, 1986, authorizing heads of ministries and government-owned or controlled corporations to approve travels abroad of officials and employees except those specified therein. Also inclosed is a copy of Resolution No. 85-444 of the Civil Service Commission issued on October 17, 1985 allowing officers and employees of the Government to go on vacation leave without pay for a period not exceeding one (1) year for the purpose of working abroad, subject to the conditions prescribed therein.

2. Conformably thereto, applications of officials, teachers and school employees of the Ministry of Education, Culture and Sports to travel abroad and/or work abroad during their leave of absence should be submitted to this Office together with the following documents:

- a. Application for leave on CSC Form 6 (Revised 1985), properly accomplished and duly recommended and/or approved by the proper authority.
- b. Clearance from all money and/or property responsibility if the leave covers a period of thirty (30) days or more.
- c. Certificate that applicant has no pending criminal and/or administrative case.

3. It is desired that applications for leave for this purpose should be submitted before the effectivity of the leave in order that prior approval of this Office is secured before the travel is undertaken. In this connection, attention is invited to CSC Memorandum Circular No. 2, s. 1985, to the effect that an application for vacation leave should be approved by proper authorities before the officer or employee goes on leave. Applications for vacation leave received in this Office after the effectivity of such leave shall be disapproved.

4. Immediate dissemination of this Order to all officials, teachers and employees of this Ministry for their information and guidance is desired. All concerned are enjoined to strictly implement these regulations.

(SGD.) LOURDES R. QUISUMBING
Minister

Incls.:
As stated

References: MECS Memorandum No. 110, s. 1985
MECS Order No. 26, s. 1985

Allotment: 1-2-3- (D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

AUTHORITY
BUREAUS & OFFICES
EMPLOYEES
LEAVE
OFFICIALS
RULES & REGULATIONS
TEACHERS
TRAVEL

(Inclosure No. 1 to MECS Order No. 12, s. 1986)

MALACAÑANG
Manila

EXECUTIVE ORDER NO. 6

PROVIDING PROCEDURES IN THE DISPOSITION OF REQUESTS OF
GOVERNMENT OFFICIALS AND EMPLOYEES FOR AUTHORITY
TO TRAVEL ABROAD.

WHEREAS, it is the policy of the government to further simplify administrative procedures to promote efficiency and economy in the government service and

WHEREAS, there is an urgent need to improve procedures in the disposition of requests of government officials and employees for authority to travel abroad.

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order that, henceforth, the travels abroad of government officials and employees shall be authorized by the heads of the ministries and government-owned or controlled corporations, except those of the following government officials which shall be submitted to the Office of the President for decision:

1. Members of the Cabinet, Deputy Ministers and heads of financial institutions.
2. Justices of the Supreme Court and Intermediate Appellate Court.
3. Members of Constitutional Commissions.
4. Those which require full powers.

Travel expenses shall be computed in accordance with the provisions of Executive Order No. 129, Series of 1968, as amended by Executive Order No. 421, Series of 1973. It is understood that travels which would entail government expense shall be limited to those which are very urgent and necessary.

This Order shall take effect immediately.

Done in the City of Manila, this 12th day of March, in the year of Our Lord, nineteen hundred and eighty-six.

(SGD.) CORAZON C. AQUINO
President

By the President:

(SGD.) JOKER P. ARROYO
Executive Secretary

A true copy

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Lungsod ng Quezon

Re: Policy on Leave of Absence
to Work Abroad

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RESOLUTION NO. 85-444

WHEREAS, under Section 1, Rule XVI of the Revised Civil Service Rules which provides that "In general, officers, employees and laborers of all Departments and agencies, whether permanent, provisional or temporary, shall, after six months of continuous, faithful and satisfactory service, be entitled to 15 days vacation and 15 days sick leave for each calendar year of service with full pay, exclusive of Saturdays, Sundays and public holidays, x x x", all civil service officers and employees are afforded the benefits of vacation and sick leaves during their tenure in the government service to enable them to rejuvenate or recuperate from illness, and thereafter they return to their respective jobs with renewed vigor and energy;

WHEREAS, the Commission has promulgated Memorandum Circular No. 2, series of 1985 which provides inter alia that "In the application for leave of absence x x x where the purpose or reason for such leave is for employment in a private or other government offices, either inside or outside the country, such application shall be denied outright."
(Guideline No. 7, ibid);

WHEREAS, numerous requests from government offices and by individual employees have been received by the Commission for liberalizing the application of the Leave Law and rules or for exemption from CSC Memorandum Circular No. 2, series of 1985, to afford them the opportunity to take extended leaves of absence without pay to work abroad, citing as reason, among others, that their working overseas conforms with the government efforts to earn more dollars for the country, thereby helping the government in its economic recovery program, as well as, uplifting employees' economic welfare during the economic crisis; and

WHEREAS, there is a need to liberalize the interpretation of the Leave Law and rules and modify existing policies in order to give the law utmost effect, it being essentially a social legislation consistent with the employee's welfare and to boost vital government efforts towards economic recovery;

WHEREFORE, the Commission resolved to adopt, as it hereby adopts a liberal policy on leaves of absence without pay for those officers and employees in the Government who intend to work abroad without necessarily separating them from the service for abandonment of office, or subjecting them to disciplinary action under the following conditions;

1. The subject employee shall be granted leave of absence without pay for a period not exceeding one year for the purpose of working abroad.
2. The position temporarily vacated by such leave may be filled by substitutionary service for the duration of leave, subject to the retrenchment program of the Government and as the exigencies of the service may require.

3. If the subject employee fails to return within the period of one year from the date of approval of his application for leave of absence without pay for the purpose of working abroad, he shall be automatically separated from the service, provided proper notification is made to the subject employee in accordance with Section 33 of Rule XVI, Revised Civil Service Rules.

This Resolution amends or modifies Guideline No. 7 of CSC Memorandum Circular No. 2, series of 1985, supra, in the sense that application for leave of absence for the purpose of temporary employment abroad, may be given due course by the approving office.

This Resolution shall take effect immediately.

Quezon City, October 17, 1985.

(SGD.) JESUS N. BORRAMEO
Chairman

(SGD.) ALEJANDRO A. MADAMBA
Commissioner

(SGD.) MARIO D. YANGO
Commissioner

ATTESTED BY:

(SGD.) ALFREDO B. DEZA
Acting Executive Director

A true copy