

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

July 29, 1986

MECS O R D E R  
No. 30, s. 1986

GUIDELINES ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 1077

To: Bureau Directors  
Regional Directors  
Cultural Agency Directors  
Chief of Service and Heads of Units/Centers  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators

1. Inclosed are copies of Memorandum Circulars Nos. 4 and 5, both series 1986, of the Civil Service Commission prescribing the guidelines on the implementation of the accumulation and commutation of leave in excess of 300 days as provided under Executive Order No. 1077, dated January 9, 1986, which are self-explanatory.
2. In this connection, it is hereby directed that a staggered schedule of vacation leave of all officials, employees and teachers on the vacation and sick leave basis be prepared every year. In the preparation of the schedule, their welfare as well as the exigencies of the service shall be taken into consideration. The schedule shall be brought to their attention and they should also be encouraged to take advantage of their vacation leave privilege. Those who have an accumulated vacation leave of less than ten (10) days shall have the option to go on scheduled vacation leave or not. The schedule of vacation leave shall be kept in the school or office concerned. Inclosed is the form to be accomplished for this purpose.
3. Conformably thereto, the annual report of accumulated leave credits on the form prescribed by the Civil Service Commission shall be prepared by the schools division superintendents and vocational school superintendents/administrators concerned and submitted to the Civil Service regional office concerned, through their respective Regional Directors. The reports for regional directors, assistant regional directors, schools division superintendents, assistant schools division superintendents and vocational school superintendents duly certified correct by the regional director concerned, should be submitted to this Office. Likewise, cultural agencies shall also submit their reports to this Office. In the case of state colleges and universities, their reports shall be submitted direct to the Civil Service Regional Office which has jurisdiction over them. The report in triplicate should reach the Civil Service regional office or this Office, as the case may be, not later than one (1) month after the year for which the report was made.
4. Applications for the commutation and/or payment of the money value of the terminal leave pay of officials and employees, except those in state colleges and universities, should be submitted to the Civil

Service regional offices concerned for confirmation before the same is submitted to this Office for approval.

5. Please be guided accordingly. Compliance is requested.

(SGD.) LOURDES R. QUISUMBING  
Minister

Incls.:  
As stated

Reference:  
MECS Order: No. 4, s. 1986

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

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

BUREAUS & OFFICES  
EMPLOYEES  
LEAVE  
OFFICIALS  
REPORT  
RULES & REGULATIONS  
TEACHERS

(Inclosure No. 1 to MECS Order No. 30, s. 1986)

Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(CIVIL SERVICE COMMISSION)  
Lungsod ng Quezon

MC No. 4, s. 1986

MEMORANDUM CIRCULAR

TO : ALL HEADS OF MINISTRIES, BUREAUS AND AGENCIES  
OF THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING  
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATION  
AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Guidelines on the Implementation of Executive  
Order No. 1077

The abolition of some government offices under Proclamation No. 3, and the on-going reorganization in others have brought about questions on the accumulation and commutation of leave in excess of 300 days as provided for under Executive Order No. 1077, dated January 9, 1986.

The following guidelines are hereby prescribed to provide uniform interpretation of the provisions of Executive Order No. 1077 dated January 9, 1986 providing for the accumulation and commutation of leave in excess of 300 days.

1. The reckoning date for crediting accumulated leave in excess of 300 days shall start on October 12, 1981, the date CSC Resolution No. 81-1158 was promulgated. Leave credits in excess of 300 days before this date shall be deemed forfeited;
2. Any officer or employee of the government who retires or voluntarily resigns or is separated from the service through no fault of his own on or after January 9, 1986 shall be allowed commutation of accumulated leave in excess of 300 days provided his leave benefits are not covered by any special law. All pertinent records relative thereto should be sent to the Civil Service Commission before payment of terminal leave for confirmation;
3. A staggered schedule of vacation leave of officials and employees for a minimum of five (5) working days annually shall be prepared. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on scheduled vacation leave or not; and
4. An annual report of the accumulated leave of all officers and employees of the government should be submitted to the Commission on the form prescribed for the purpose signed by the Head of Office or the duly authorized official.

~~Strict observance of the prescribed~~ office hours should be properly recorded on the proper form and, wherever possible, registered on the Bundy clock. Falsification or irregularities in the keeping of time records will render the guilty officer or employee liable to appropriate disciplinary action.

Please be guided accordingly.

(SGD.) CELERINA G. GOTLADERA  
Officer-in-Charge

June 17, 1986

A true copy

(Inclosure No. 2 to MECS Order No. 30, s. 1986)

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

MC No. 5, s. 1986

MEMORANDUM CIRCULAR

TO : ALL HEADS OF MINISTRIES, BUREAUS AND AGENCIES  
OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING  
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND  
STATE COLLEGES AND UNIVERSITIES

SUBJECT : Delegation of Authority to Civil Service Regional  
Offices on the Confirmation of Terminal Leave and  
Evaluation of Annual Reports on Leave Credits

Pursuant to Executive Order No. 1077, dated January 9, 1986 pertaining to the accumulation and commutation of leave in excess of 300 days, the Civil Service Commission prescribed guidelines to provide uniform interpretation of its provisions in CSC Memorandum Circular No. 4, s. 1986.

To insure effective and facilitate action on terminal leave, confirmation thereof for local and national government offices in the different regions shall be evaluated and approved by the Civil Service Regional Offices. Likewise, annual reports of the accumulated leave of all officers and employees in the region shall be submitted for review to the Civil Service Regional Offices which has jurisdiction over such units or offices.

This Memorandum Circular shall take effect immediately.

(SGD.) CELERINA G. GOTLADERA  
Officer-in-Charge

A true copy

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

RESOLUTION NO. 86-213

WHEREAS, Executive Order No. 1077 which took effect on January 9, 1986, provides that any officer or employee of the government who retires or voluntarily resigns or is separated from the service through no fault of his own and whose leave benefits are not covered by any special law, shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays, and holidays without limitation as to the number of days of vacation and sick leave that he may accumulate; that all officials and employees shall be required to go on vacation leave for a minimum of five (5) working days annually; and that the Executive Order shall not apply to government officials and employees who are no longer in the service at the time of its approval;

WHEREAS, CSC Resolution No. 86-062 promulgated on February 28, 1986, prescribed guidelines implementing said Executive Order;

WHEREAS, said guidelines on the accumulation of leave in excess of 300 days need clarification to conform with the previous pronouncement relative thereto contained in CSC Resolution No. 81-1158 which interpreted October 12, 1981 as the reckoning date for crediting leave in excess of 300 days;

WHEREAS, the provision in the guidelines deducting five (5) working days annually from the accumulated leaves of the employee if no leave of absence has been incurred during the year appears to be arbitrary and without legal basis;

NOW, THEREFORE, the Commission RESOLVED as it hereby RESOLVES to modify the guidelines contained in CSC Resolution No. 86-062, as follows:

1. The reckoning date for crediting accumulated leave in excess of 300 days shall start on October 12, 1981, the date CSC Resolution No. 81-1158 was promulgated. Leave credits in excess of 300 days before this date shall be deemed forfeited;
2. Any officer or employee of the government who retires or voluntarily resigns or is separated from the service through no fault of his own on or after January 9, 1986 shall be allowed commutation of accumulated leave in excess of 300 days provided his leave benefits are not covered by any special law. All pertinent records relative thereto should be sent to the Civil Service Commission before payment of terminal leave, for confirmation;
3. A staggered schedule of vacation leave of officials and employees for a minimum of five (5) working days annually shall be prepared. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on scheduled vacation leave or not; and

4. An annual report of the accumulated leave of all officers and employees of the government should be submitted to the Commission on the form prescribed for the purpose signed by the Head of Office or the duly authorized official.

Strict observance of the prescribed office hours should be properly recorded on the proper form and, wherever possible, registered on the bundy clock. Falsification or irregularities in the keeping of time records will render the guilty officer or employee liable to appropriate disciplinary action.

This Resolution supersedes Resolution No. 86-062 dated February 28, 1986 and shall take effect immediately.

Done in Quezon City, this 16th day of June in the Year of Our Lord Nineteen Hundred and Eighty-Six.

(SGD.) CELERINA G. GOTLADERA  
Officer-In-Charge

(SGD.) ALEJANDRO A. MADANDA  
Commissioner

(SGD.) MARIO D. YANGO  
Commissioner

Attested by:

(SGD.) ALFREDO B. DEZA  
Executive Director

June 26, 1986

A true copy

SCHEDULE OF VACATION LEAVE  
FOR CY \_\_\_\_\_

Bureau/Office \_\_\_\_\_

Division \_\_\_\_\_

Name of Employee

Position

Period of Vacation Leave

Employee's Signature

SUBMITTED BY:

Head of Office/Chief of Division



(LETTERHEAD)

ANNUAL REPORT OF ACCUMULATED LEAVE CREDITS

MINISTRY/AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

For the Period Ending December 31, 19 \_\_\_\_\_

NAME	POSITION	NATURE OF APPOINTMENT	VACATION LEAVE	SICK LEAVE	TOTAL

CERTIFIED CORRECT:

Signature of Head of Office or duly authorized official  
 Position Title: \_\_\_\_\_  
 Date: \_\_\_\_\_