

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

April 10, 1989

DECS O R D E R
No. 32, s. 1989

CLARIFICATION ON THE COMPUTATION OF TERMINAL LEAVE
PRESCRIBED IN MEMORANDUM CIRCULAR NO. 10,
S. 1988, OF THE CIVIL SERVICE COMMISSION

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Regional Directors
Schools Superintendents
Chiefs of Services and Heads of Centers/Units
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. For the information of the field, inclosed is a copy of a letter of the Executive Director, Civil Service Commission, dated March 3, 1989 clarifying CSC Memorandum Circular No. 10, s. 1988, specifically on the separation of leave credits earned prior to and after June 17, 1960, date of approval of R. A. 2625. Said Memorandum Circular is inclosed with DECS Order No. 74, s. 1988.
2. CSC Memorandum Circular No. 8, s. 1989, mentioned in the last paragraph of the above-mentioned letter has been disseminated in DECS Order No. 23, s. 1989.
3. Please be guided accordingly.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:
As stated

References:
DECS Orders: (Nos. 74, s. 1988
and 23, s. 1989)

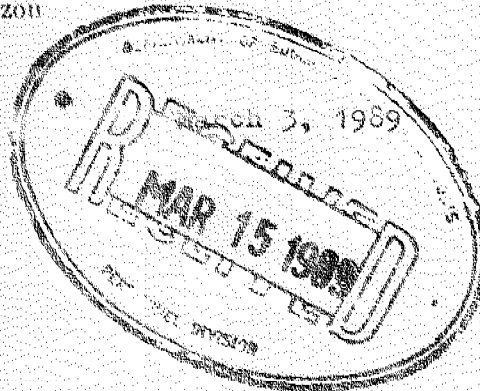
Allotment: 1-2-3-4--(M.O. 1-87)

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

CHANGE
LEAVE
LEGISLATION
RULES & REGULATIONS



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



Mr. Marcial A. Salvatierra
Assistant Secretary
DECS, Human Resource Development
Palacio del Gobernador
Intramuros, Manila

S i r:

This refers to the letter of that office requesting clarification on the guidelines on computation of terminal leave prescribed in Memorandum Circular No. 10, s. 1988 of this Commission, particularly the provisions under Item No. 2, paragraph 3 thereof, to wit:

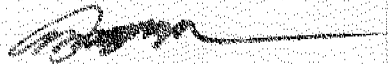
"2. All accumulated leaves earned as of June 16, 1960 shall be inclusive of Saturdays, Sundays and holidays while those earned beginning June 17, 1960 shall be exclusive of Saturdays, Sundays and holidays. Leave earned in both instances shall be treated separately and in no case combined."

That office interpreted the afore-quoted provision as follows: that leave credits earned by employees as of June 17, 1960, the date R.A. 2625 was enacted, when applied to absences incurred by them after said date, are computed inclusive of Saturdays, Sundays and holidays covered by the leave; that the provisions of R.A. 2625 were applied only after all their leave credits earned as of June 17, 1960 have been exhausted; and that leaves earned prior to and after June 17, 1960 shall be treated separately only when the leaves earned prior to June 17, 1960 have not been used.

In this connection, please be informed that your interpretation of the said provision of CSC MC No. 10, s. 1988, is correct. It may be stated that said Memorandum Circular was issued by the Commission to provide additional guidelines for purposes of uniform interpretation and application of the provisions of Memorandum Circular No. 54 of the Office of the President.

Enclosed is a copy of CSC MC No. 8, s. 1989, for your information and reference.

Very truly yours,


ALFREDO B. DEZA
Executive Director

Encl.: as stated

GBD



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

MC No. 8, s. 1989

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF THE NATIONAL GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTERS, STATE
COLLEGES AND UNIVERSITIES

SUBJECT : Computation of Terminal Leave of Employees and
Other Matters Relative Thereto

In Memorandum Circular No. 4, s. 1986, the Commission issued guidelines on the implementation of Executive Order No. 1077 which require among others that all pertinent records relative to computation of terminal leave be sent to the Commission for confirmation before payment thereof.

While it is true that the Commission has discovered many errors in the computation of leave by the agencies, the Commission believes that the requirement has negated the government's policies on decentralization of personnel functions and minimization of red tape in operations.

In view of the foregoing, the Commission hereby restores to the agencies of the national government including government-owned or controlled corporations with original charters and state colleges and universities the responsibility of computing the terminal leave of employees and rescinds the requirements of confirmation by the Commission before payment thereof. It is understood, however, that personnel records on attendance and leave shall be made available to representatives of the Commission pursuant to Section 9 (i) of PD 807.

This Memorandum Circular shall not apply to officials and employees of Local Government Units whose terminal leave records shall continue to be submitted to Civil Service Regional Offices for confirmation.


PATRICIA A. STO. TOMAS
Chairman

February 13, 1989