

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

August 1, 1988

DECS O R D E R
No. 74, s. 1988

SUPPLEMENTARY GUIDELINES ON THE COMPUTATION OF TERMINAL LEAVE

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

1. Inclosed is a copy of Memorandum Circular No. 10, s. 1988, of the Civil Service Commission prescribing supplementary guidelines on the computation of terminal leave of officers/employees who retire, resign, or are separated from the service through no fault of their own.
2. It is desired that this Order be brought to the attention of all concerned for their information. Please be guided accordingly.

(SGD.) TOMAS V. SANTOS
Undersecretary
Officer-In-Charge

Incl.:
As stated

Reference:
DECS Order: No. 42, s. 1988

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

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

LEAVE
OFFICIALS
RETIREMENT
RULES & REGULATIONS

(Inclosure to DECS Order No. 74, s. 1988)

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

MC No. 10, s. 1988

MEMORANDUM CIRCULAR

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

SUBJECT : Supplementary Guidelines on the Computation of
Terminal Leave

Memorandum Circular No. 54 of the Office of the President dated March 24, 1988 prescribed guidelines on the computation of creditable vacation and sick leaves, the dispositive portion of which reads as follows:

"Accordingly and for the guidance of all concerned, the computation of leave credits shall be as follows:

Any officer/employee of the government who retires/voluntarily resigns/s is separated from the service through no fault of his/her own, and who is not otherwise covered by special law shall be entitled to the commutation of all his/her leave credits exclusive of Saturdays/Sundays/holidays without limitation and regardless of the period when the credits were earned; provided that the leave privileges under EO No. 1977 as herein outlined may be availed of only by concerned officers/employees in the service as of the effectivity thereof on January 9, 1986".

Interpreted literally, the above-cited provision of the Circular would, in effect, repeal some specific provisions of existing leave laws, particularly Sections 284 and 285-A, as amended, of the Revised Administrative Code which provide for the inclusion of Saturdays, Sundays and holidays in the computation of leave prior to the enactment of RA 2625 on June 17, 1960.

Accordingly, and to provide uniform interpretation of OP Memorandum Circular No. 54, the following supplementary guidelines are hereby prescribed:

1. All leaves forfeited in excess of five (5) months as of June 15, 1954 and in excess of ten (10) months as of October 11, 1981 shall be restored;

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.
3. The annual five-day vacation leave mandated under EO# 10777 dated January 9, 1966, which need not be successive shall be strictly complied with.
4. The leave privileges herein outlined may be availed of only by concerned officials and employees in the service as of January 9, 1966.

Please be guided accordingly.

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

June 30, 1968

A true copy