

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

March 13, 1969

DECS D O R D E R
No. 23, s. 1969

COMPUTATION OF TERMINAL LEAVE OF EMPLOYEES
AND OTHER MATTERS RELATIVE THERETO

To: Regional Directors
School Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. For the information of the field, inclosed is a copy of Circular No. 8, s. 1969, of the Civil Service Commission which is self-explanatory.
2. Conformably thereto, claims for the commutation and/or payment of the terminal leave of officials and employees in the region who resign, retire, or are separated from the service through no fault of their own, shall be forwarded to this Office for approval after the same have been processed in the regional office concerned. Presidents of state colleges and universities shall take final action on the claims of their respective personnel.
3. Please be guided accordingly.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:
As stated

References:
DECS Orders: (Nos. 42 and 74, s. 1969)

Attachment: 1-2-3--(M.O. 1-37)

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

EMPLOYEES
OFFICIALS
RETIREMENT
RULES & REGULATIONS

(Inclosure to DECS Order No. 23, s. 1969)

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

MC No. 6, s. 1969

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. 1966, 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 records 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.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

February 13, 1969