

Republika ng Filipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Pasig, Metro Manila

May 31, 1991

DECS O R D E R  
No. 61, s. 1991

CSC POLICY ON LEAVE OF ABSENCE WITHOUT PAY ON A DAY  
IMMEDIATELY PRECEDING OR SUCCEEDING SATURDAY,  
SUNDAY OR HOLIDAY

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors/Cultural Agency Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Superintendents  
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Memorandum Circular No. 16, series of 1991 of the Civil Service Commission entitled "CSC Policy on Leave of Absence Without Pay on a Day Immediately Preceding or Succeeding Saturday, Sunday or Holiday."
2. Immediate dissemination of this Order is desired.

(SGD.) EDNA F. FORMILLEZA  
Undersecretary  
Officer-In-Charge

Incl.:  
As stated

Reference:  
DECS Orders: Nos. 42 and 74, s. 1988

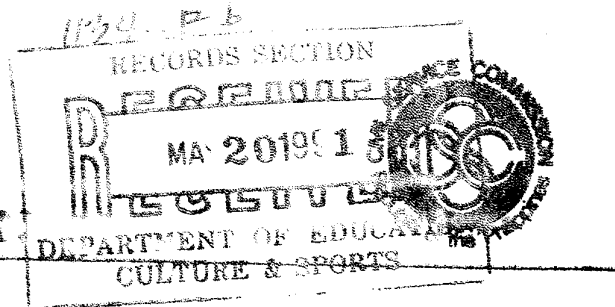
Allotment: 1-2-3--(M.O. 1-87)

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

EMPLOYEES  
LEAVE  
OFFICIALS  
RULES & REGULATIONS

Republic of the Philippines

**CIVIL SERVICE COMMISSION**



MEMORANDUM CIRCULAR NO. 16 SERIES OF 1991

**T O :** ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES IN THE NATIONAL OR LOCAL GOVERNMENT INCLUDING GOVERNMENT OWNED OR CONTROLLED CORPORATION WITH ORIGINAL CHARTERS

**SUBJECT :** CSC Policy on Leave of Absence Without Pay on a Day Immediately Preceding or Succeeding Saturday, Sunday or Holiday.

The Civil Service Commission in the past had adopted the policy that when an employee is on leave of absence without pay on a day immediately preceding or succeeding Saturday, Sunday or Holiday, he shall likewise be without pay on the said days;

Pursuant to CSC Resolution No. 81-245 dated April 23, 1991, the Commission amended the aforementioned policy considering that employees paid on monthly basis are not required to work on those days;

The Commission pursuant to the said Resolution and being the central personnel agency of the government, hereby adopts and promulgates the policy that when an employee, regardless of whether he has leave credits or not, is absent on a day immediately preceding or succeeding Saturday, Sunday or Holiday, he shall NOT be considered absent on the said days.

Heads of Departments or Agencies are hereby directed to oversee the strict implementation of this Circular.

This Circular shall take effect immediately.

PATRICIA A. STO. TOMAS  
Chairman

April 26, 1991

OLA/NLV/21-8/virgie27

Republic of the Philippines

**CIVIL SERVICE COMMISSION**



Re: Policy on Leave of Absence on  
a Day Immediately Preceding  
or Succeeding Saturdays,  
Sundays or Holidays

x ----- x

RESOLUTION NO. 91-540

WHEREAS, in the past the Commission had adopted a policy that when an employee is on leave of absence without pay on a day immediately preceding or succeeding a Saturday, Sunday or Holiday, such Saturday, Sunday or Holiday shall likewise be without pay;

WHEREAS, the Commission finds a need to amend said policy considering that employees paid on a monthly basis are not required to work on those days;

NOW, THEREFORE, the Commission RESOLVED, as it hereby RESOLVES, to adopt the policy that when an employee, regardless of whether he has leave credits or not, is absent without pay on a day immediately preceding or succeeding Saturday, Sunday or Holiday, he shall not be considered absent on those days.

Quezon City, April 23, 1991.

*Patricia A. Sto. Tomas*  
PATRICIA A. STO. TOMAS  
Chairman

*O.L.*  
SAMILLO N. BARLONGAY  
Commissioner

*Mario D. Yanco*  
MARIO D. YANCO  
Commissioner

Attested by:

*C. V. USAC*  
C. V. USAC  
Board Secretary VI