

*in press*

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 28, S. 1973

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS; REGIONAL,  
PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; HEADS  
OF SPECIAL PROJECTS; IRRIGATION SUPERINTENDENTS AND/OR  
OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; CORPORATE  
AUDITOR AND CHIEF CORPORATE ACCOUNTANT; AND ALL OTHERS  
CONCERNED  
National Irrigation Administration

SUBJECT : Payment of Terminal Leave Benefits

Quoted hereunder for the information and guidance of all  
concerned is Budget Memorandum Circular No. 133, dated April 27, 1973,  
from the Commissioner of the Budget:

" Republic of the Philippines  
BUDGET COMMISSION  
Manila

April 27, 1973

BUDGET MEMORANDUM CIRCULAR NO. 133

TO : All Heads of Departments and Chiefs of Bureaus,  
Offices and Other Agencies of the National  
Government

SUBJECT : Payment of Terminal Leave Benefits

In accordance with the letter of the Assistant Executive  
Secretary, by authority of the President, dated April 27, 1973,  
the following guidelines are prescribed in processing appli-  
cations for the payment of terminal leave benefits of employees  
who have retired and/or separated from the service or those  
who will be laid off on or before June 30, 1973, due to the  
implementation of the Integrated Reorganization Plan:

I.- General Policy

- (a) Pay in full terminal leave benefits of AFP Personnel.
- (b) Pay also in full terminal leave benefits of all employees who are not separated due to the implementation of the Integrated Reorganization Plan, including personnel of Congress, Constitutional Convention and the Office of the Vice-President.
- (c) For employees who are laid off on or before June 30, 1973 due to the implementation of the Integrated Reorganization Plan, pay terminal leave benefits up to June 30, 1973 only. Unpaid terminal leave benefits as of June 30, 1973 will be paid in FY 1974.

II.- Procedural Instructions

1. As a general rule, all request for payment of terminal leave benefits must be supported by a certification of the Chief Accountant as to availability of agency savings.

2. Due to fund limitations, payment of terminal leave benefits shall be strictly in accordance with items (a), (b) and (c) of the General Policy above mentioned. Any unpaid balance of the money value of the terminal leave due an employee shall be consolidated by chiefs of bureaus and heads of departments to enable the Budget Commission to provide in 1974 Budget a lump-sum appropriation for the full settlement in FY 1974.

3. Claims for terminal leave which cannot be covered in whole or in part by agency savings shall, likewise, be recommended for payment chargeable against the unprogrammed appropriation of the agency, if any, or against overall savings, pursuant to Sec. 5(7) of the General Provisions, pages 1772-1773 of R.A. No. 6551. In such cases, the application shall be accompanied by a certification from the Chief Accountant that agency savings in allotments are not available for the purpose.

4. In the case of personnel of the Senate and House of Representatives and all offices under them, the necessary allotments shall be made only upon request by the Chairman, Sub-Committee on Finance, created under Memorandum Order No. 338, as amended by Memorandum Order No. 342.

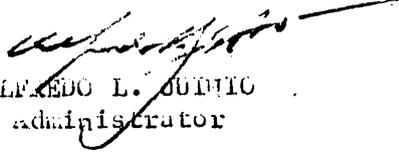
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5. Chief Accountants are required to submit to the Budget Commission a monthly report of the number of claimants, amount paid and classified according to the categories enumerated under the General Policy above mentioned.

Please be guided accordingly.

(SGD.) F. SY CHANGCO  
Commissioner of the Budget "

In this connection, all parties concerned are hereby directed to act accordingly.

  
ALFREDO L. JUNIO  
Administrator

May 8, 1973  
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