

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

MC # 027, s. 1988

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS/HEADS OF DEPARTMENTS  
AND STAFFS/REGIONAL MANAGERS/PROJECT MANAGERS/  
OPERATION MANAGERS/IRRIGATION SUPERINTENDENTS  
PROVINCIAL IRRIGATION ENGINEERS AND ALL OTHERS  
CONCERNED.

SUBJECT : CSC MC # 13, 22 s. 1987 AND D-LACANANG MC # 54, s. 1988

For the information and guidance of all concerned, the following guidelines have recently been issued by the Civil Service Commission and the Office of the President, on the application of the 5-day vacation leave and the commutation of creditable leave credits, respectively, to wit:

"Those who will not go on force leave shall automatically be deducted 5 days from their leave credits at the end of the year". (CSC MC# 18 dtd. October 30, 1987)

"The annual 5-day vacation leave required under Executive Order No. 1077 is considered complied with when an officer or employees goes on approved vacation leave within a calendar year for a period aggregating not less than five (5) days which need not be successive". (CSC MC # 22 s. 1987)

Memorandum Circular # 54 dated March 24, 1988 of the Office of the President, prescribes new guidelines on the computation of creditable vacation and sick leave as follows:

"Any officer/employee of the government who retires voluntarily/resigns, 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. 1077 as herein outlined, may be availed of only by concerned officers/employees in the service as of the effectivity thereof on January 9, 1986".

Accordingly, provisions of NIA MC # 013, s. 1986 which are inconsistent herewith are hereby superseded.

Be guided accordingly.

(SGD.) FEDERICO N. ALDAY, JR.  
Administrator

24 May 1988