

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

MC # 043 s. 1988

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, DEPARTMENT/PROJECT MANAGERS,
REGIONAL IRRIGATION MANAGERS, IRRIGATION SUPERINTENDENTS,
PROVINCIAL IRRIGATION ENGINEERS and all others concerned

SUBJECT : Addendum to NIA MC # 27 s. 1988

For your information and guidance, quoted hereunder in full is
Civil Service Commission MC # 10 s. 1988 dated June 30, 1988 on the
subject of the computation of terminal leave.

"MC No. 10, s. 1988

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENT, 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 computa-
tion of leave credits shall as follows:

"Any officer/employees of the government who retires/voluntarily/
resigns/is separated from 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 ex-
clusive 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 of 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 # 1077 dated January 9, 1986 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, 1986.

Please be guided accordingly.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

In this connection, all restored leave credits should be submitted to the Regional Civil Service Office for confirmation before issuance of the corresponding SAA.

Compliance is enjoined.

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

signed 11-7-83