

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

MC # 41, s. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL  
IRRIGATION MANAGERS, OPERATIONS/PROJECT MANAGERS,  
IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION  
ENGINEERS AND ALL OTHERS CONCERNED

SUBJECT : Civil Service Commission Memorandum Circular  
No. 16, s. 1991 dated April 26, 1991

Quoted hereunder in full is Civil Service Commission  
Memorandum Circular No. 16, s. 1991 for your information  
and guidance.

"Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Quezon City

MC # 16, s. 1991

MEMORANDUM CIRCULAR

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. 91-540 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.

(SGD) PATRICIA A. STO. TOMAS  
Chairman

April 26, 1991"

Be guided accordingly.

(SGD) JOSE B. DEL ROSARIO, JR.  
Administrator

May 15, 1991

