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Republika ng Filipinas  
PANGSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

M.C.# 51, s. 1991

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL IRRIGATION  
MANAGERS, OPERATION/PROJECT MANAGERS, IRRIGATION  
SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS AND  
ALL OTHERS CONCERNED  
This Agency

SUBJECT : Joint Civil Service Commission and Department  
of Budget and Management Circular No. 1, s.  
1991 dated June 27, 1991

Quoted hereunder in full is the Joint Civil Service  
Commission and Department of Budget and Management Circular  
No. 1, s. 1991 for your information and guidance.

"JOINT CIVIL SERVICE COMMISSION  
AND  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Circular No. 1, s. 1991

RULES AND REGULATIONS GOVERNING THE  
MONETIZATION OF LEAVE CREDITS OF GOVERNMENT  
OFFICIALS AND EMPLOYEES

Pursuant to Item No. 3 of the Memorandum of Undertaking  
for Improved Public Service which took effect May 1, 1991 and  
CSC Resolution No. 91-665, dated May 30, 1992, the Civil Service  
Commission and the Department of Budget and Management jointly  
promulgate the following rules and regulations that shall  
govern the monetization of leave credits of government officials  
and employees.

Rule I. Interpretation and Objectives

Section 1. Leave laws are social legislations which had  
been enacted to promote the physical and mental well-being of  
public servants and should be responsive with the times and be  
interpreted reasonably in favor of the employee. Monetization  
of leave credits aims to:

- (a) Provide necessary additional funds to  
finance the education, health or other  
emergency expenses of the employee, or  
any member of his family by allowing  
him to monetize portion of his accumu-  
lated vacation leave credits;

- (b) Allow the employee to continue reporting for work and be paid his salary for services actually rendered even if he chooses to monetize his vacation leave;
- (c) Authorize the payment of the monetized leave credits.

## Rule II - Coverage

Section 1. These rules and regulations shall apply to all officials, employees and laborers in the national and local governments including those in government-owned and controlled corporations with original charters, state universities and colleges, judiciary and legislative who are appointed on a permanent, provisional, casual or temporary status in the career and non-career service.

## Rule III - Definition of Terms

Section 1. The following terms are defined as follows:

- (a) Monetization of leave credits - Payment of the money value of accumulated vacation leave credits without actually going on leave of absence.
- (b) Accumulated vacation leave - refers to the vacation leave credits earned by an employee.

## Rule IV - Monetization of Leave/Service Credits

Section 1. Officers and employees in the career and non-career service, whether permanent, provisional, temporary or casual, who have accumulated at least fifteen (15) days vacation leave/service credits shall be allowed to monetize a portion of their vacation leave/service credits in accordance with the Rules herein prescribed.

Section 2. An officer or employee shall be allowed to monetize a maximum of ten (10) working days vacation leave/service credits. It shall be availed of only once a year.

Section 3. If an officer or employee does not avail of the privilege of monetizing his vacation leave/service credits in a year, it shall be deemed included in his accumulated leave credits.

Section 4. An officer or employee who availed of the maximum ten (10) days vacation leave/service credits shall still go on five (5) days forced leave as provided for under EO 1077 dated January 9, 1986.

## Rule V - Monetization of Service Credits of Teachers

Section 1. Teachers who have accumulated service credits may also avail of the privilege under this Joint Circular

provided that the service credit shall be converted to vacation and sick leave in accordance with the Conversion Rate of Service Credits prescribed in Item 2.2 of CSO MC No. 9, s. 1988. (Annex A).

Rule VI. - Restrictions, Funding and Effectivity

Section 1. Restrictions - the following restrictions shall be observed in the monetization of vacation leave/service credits:

- (a) An employee who avails of this privilege shall not be allowed to go on vacation leave simultaneous with the monetization of leave credits. This provision, however, shall not be applied to those who shall be on sick leave.
- (b) An employee who has accumulated more than fifteen (15) days vacation leave/service credits can only avail of the maximum of ten (10) days monetized vacation leave/service credits prescribed under Section 2, Rule IV, of this Rules.

Section 2. Funding - Funding for the implementation of monetization of vacation leave credits/service credits shall be charged against savings of the department, agency, government owned or controlled corporations or local government unit concerned.

Provided that in the utilization of savings, agencies shall give priority to payment of monetized leave credits/service credits and provided further that employees holding positions below salary grade 19 shall be given preference in the availment of the privilege.

Section 3. Effectivity - This Joint Circular shall take effect immediately.

(SGD) PATRICIA A. STO. TOMAS  
Chairman

(SGD) GUILLERMO N. CARAGUE  
Secretary

27 June 1991"

Compliance hereof is enjoined.

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

17 July 1991