

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

M.C. # 57, s. 1991

MEMORANDUM CIRCULAR

T O : 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 : Civil Service Commission Memorandum Circular No. 16-A,
s. 1991 dated July 11, 1991.

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

"Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

M.C. No. 16-A, s. 1991

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
IN THE NATIONAL OR LOCAL GOVERNMENT INCLUDING
GOVERNMENT OWNED OR CONTROLLED CORPORATIONS
WITH ORIGINAL CHARTERS

SUBJECT : Clarificatory Circular/Addendum to CSC Policy on
Leave of Absence without Pay on a Day Immediately
Preceding or Succeeding Saturday, Sunday or
Holidays (MC No. 16, s. 1991)

The Civil Service Commission under MC No. 16, s. 1991 issued
a policy that when an employee, regardless of whether he has leave
credits or not, is absent on a day immediately preceding or
succeeding a Saturday, Sunday or Holiday, he shall NOT be considered
absent on the said days. However, several queries were received
by the Commission seeking clarification on whether or not said
policy is likewise applicable to continuous absences incurred by
an employee.

In this connection, it shall be understood that MC No. 16,
s. 1991 shall be applicable only to intermittent or broken absences
incurred by an employee but not to continuous or uninterrupted
absences without pay for a longer period of time.

This Circular shall be treated as an addendum to MC No. 16,
s. 1991.

~~Please be guided accordingly.~~

(SGD.) PATRICIA A. STO. TOMAS
Chairman

July 11, 1991"

Compliance hereof is enjoined.

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

8 August 1991