

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

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97-60-71 to 78
NIAPHIL
42802 NIA PM

OUR REFERENCE:

Pls pass around + take note. T.Y.

ACS-03

NYA/yy

M.C. 28 5. 1997

MEMORANDUM CIRCULAR

TO: THE DEPUTY ADMINISTRATOR/ ASSISTANT ADMINISTRATORS/
DEPARTMENT/ REGIONAL/ OPERATIONS/ PROJECT MANAGERS/
IRRIGATION SUPERINTENDENTS/ PROVINCIAL IRRIGATION
MANAGERS/ADMINISTRATIVE MANAGERS and all others concerned

SUBJECT: MONETIZATION OF LEAVE CREDITS

Quoted hereunder for the information and guidance of all concerned are pertinent provisions of Joint Civil Service Commission and Department of Budget & Management Circular No.2-97 dated June 25, 1997, amending Rules IV and VI of Joint CSC-DBM Memorandum Circular No. 1, s. 1991 governing the monetization of leave credits of government officials and employees:

Rule IV . Monetization of Leave / Service Credits

Section 1. Officials and employees in the career and non-career service, whether permanent, provisional, temporary or casual, shall be allowed to monetize a maximum of thirty (30) days vacation leave, subject to the following conditions:

1. There shall remain five (5) days vacation leave credits after monetization ;and

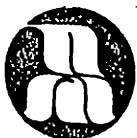
2. Said official or employee has accumulated no less than fifteen (15) days vacation leave credit in which case he can monetize no more than ten (10) days .

Section 2. The monetization of leave credits shall be availed of only once a year. However, for 1997, an official or employee who has already monetized ten (10) working days in accordance with Joint CSC-DBM Circular No.1, s. 1991, may be allowed to monetize the balance of twenty (20) working days provided there shall remain no less than five (5) days leave to his credit after monetization.

Section 3 . An Official or employee who availed of this privilege shall still go on five (5) days forced leave ,subject to the provisions of Executive Order No. 1077 dated January 9, 1986 and its implementing rules and regulations.

Rule VI . Funding and Effectivity

Section 1. Funding- Funding for the implementation of the



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monetization of vacation leave credits shall be charged against savings of the department, agency, government-owned /controlled corporation concerned. For purposes of this Circular "savings" is as defined under Section 54 (meaning of Savings and Augmentation), General Provisions, FY 1997 General Appropriations Act.

In the utilization of savings, agencies shall give priority to the augmentation of the items enumerated under Section 55 (Priority in the Use of Savings) and 56 (Use of Savings for the Implementation of the Magna Carta of Public Health Workers), General Provisions, FY 1997 GAA. Employees holding positions below salary grade 19 shall be given preference in the availment of this privilege.

Section 2. Effectivity - This Joint Circular shall take effect immediately.

SGD. CORAZON ALMA DE LEON
Chairman

SGD. SALVADOR ENRIQUEZ, JR.
Secretary "

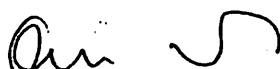
As a matter of policy, those who have already monetized ten (10) days vacation leave this CY 1997 prior to the issuance of this circular, may be allowed to monetize an additional twenty days (20) provided that the net vacation leave balance after monetization shall be ten (10) days. Employees who have not availed themselves of the monetization privilege, shall be allowed to monetize thirty (30) days vacation leave as long as the net vacation leave balance after monetization is likewise ten (10) days. The ten (10) days remaining balance shall be allotted for the five (5) days forced leave and another five (5) days allowance to take care of undertimes /half-days that may be incurred by the employee during the year.

Starting Calendar Year 1998, monetization of leaves shall be allowed only once a year. It should not be less than ten (10) days and more than thirty (30) days.

Provisions of existing NIA Circulars inconsistent herewith are hereby repealed accordingly.

This Circular takes effect August 1, 1997.

Strict compliance is enjoined.


ORLANDO V. SORIANO
Administrator

1997 August 15