



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

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OUR REFERENCE:

MC NO. 69 S. 2003

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION MANAGERS, PROJECT/OPERATIONS MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS AND ALL OTHER CONCERNED

SUBJECT : CSC MEMORANDUM CIRCULAR NO. 8, S. 2003
RE: AMENDMENT TO SECTION 24 OF CSC MC NO. 41, S. 1998 ON COMPUTATION OF LEAVE MONETIZATION AND REITERATION OF POLICY ON MATERNITY LEAVE

Quoted hereunder in full is the Memorandum Circular No. 8, s. 2003 of the Civil Service Commission amending Section 24 of CSC MC No. 41, s. 1998 re Computation of Leave Monetization and Reiteration of Policy on Maternity Leave.

"Republic of the Philippines
CIVIL SERVICE COMMISSION
Constitution Hills, Batasang Pambansa Complex, Diliman, 1126 Quezon City

MC No. 8, s. 2003

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL COMMISSIONS, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES.

SUBJECT : Amendment to Section 24 of CSC MC No. 41, s. 1998 on Computation of Leave Monetization and Reiteration of Policy on Maternity Leave

The Civil Service Commission, in line with its thrust to continuously update its policies on leave to make them more relevant and responsive to recent developments, issued CSC Resolution No. 030949 dated September 4, 2003. Said Resolution amended Section 24 of CSC MC No. 41, s. 1998, on computation of Leave Monetization, adopting the formula in Section 40 of CSC MC No. 14, s. 1999, computation of Terminal Leave.

The computation of leave monetization, except for members of the Constitutional Commissions who are covered by special law, shall be as follows:

"Section 24. Computation of Leave Monetization.

Either of the following formula shall be used for the computation of Monetization of Leave Credits:

$$\begin{array}{ccccccc} \text{Monthly salary} & \times & \text{No. of days} & \times & \text{CF (.0478087)*} & = & \text{Money value of} \\ & & \text{to be} & & & & \text{the monetized} \\ & & \text{monetized} & & & & \text{leave} \end{array}$$

OR

$$\begin{array}{ccccccc} \frac{\text{Monthly salary}}{20.916667^{**}} & \times & \text{No. of days} & = & \text{Money value of} \\ & & \text{to be} & & \text{the monetized} \\ & & \text{monetized} & & \text{leave} \end{array}$$

Also, the Commission further reiterates its policy on Maternity Leave as follows:

Salaries for the actual services rendered within the unexpired portion of the maternity leave shall be computed based on the daily wage rate. Pursuant to R.A. 6758 (Salary Standardization Law), the daily wage rate shall be determined by dividing the monthly salary by 22 working days in a month.

Hence, all CSC issuances inconsistent with this Circular are hereby repealed or amended.

This Memorandum Circular shall take effect immediately.

(sgd.) **KARINA CONSTANTINO-DAVID**
Chairman

September 4, 2003

* Constant Factor based on Section 40 of CSC MC No. 14, s. 1999

** Equivalent number of days in a month for computation of MLC based on the total number of working days per year (251) [Section 40 of CSC MC No. 14, s. 1999] divided by the number of months in a year (12)."

For strict compliance.


JESUS EMMANUEL M. PARAS
Administrator

December 3, 2003