



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig, Metro Manila

April 21, 1997

OFFICE OF THE SECRETARY

DECS MEMORANDUM
No. 149, s. 1997

DELEGATION OF AUTHORITY TO REGIONAL OFFICES FOR THE APPROVAL
OF COMMUTATION/PAYMENT OF TERMINAL LEAVE BENEFITS
AND COURSING OF APPROVED APPLICATIONS
FOR RETIREMENT

To: Regional Directors
Schools Superintendents
Vocational School Superintendents/Administrators

1. In line with the policy of this Office to deconcentrate authority from the Office of the Secretary and to further effect efficiency in the operations, beginning May 15, 1997, the regional directors/assistant regional directors are hereby authorized to approve commutation/payment of the money value of terminal leave benefits of personnel on the vacation and sick leave basis in regional/field offices. Commutation/Payment of terminal leave benefits of assistant/schools superintendents and assistant/regional directors shall be approved by the DECS Central Office.
2. Likewise, applications for retirement of regional/field personnel except those of the assistant/schools superintendents and assistant/regional directors, which have been approved by GSIS regional offices shall no longer be sent to the DECS Central Office. These approved applications for retirement shall be sent from the GSIS regional office direct to the DECS regional office concerned and need not be coursed through the DECS Central Office, as arranged with the GSIS. However, information on retiring personnel or otherwise leaving the service shall be communicated to the Payroll Services Division, Financial and Management Service, well in advance so that the latter may be able to issue the necessary certification on the last payment of salary of retiring personnel or otherwise leaving the service.
3. The Personnel Division, HRDS, DECS Central Office is hereby tasked to conduct periodic audit on personnel records on attendance and leaves of absence of personnel in regional/field offices. The regional/field offices are in turn enjoined to make available such records to those undertaking the personnel audit. Said division is likewise tasked to conduct training programs on leave administration whenever deemed necessary.
4. For your guidance and compliance.

R. T. Gloria
RICARDO T. GLORIA
Secretary

Sub.
4/21/97

Reference:
None

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

AUTHORITY
LEAVE
OFFICIALS
RETIREMENT