

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

November 17, 1987

DECS ORDER
No. 113, s. 1987

ANNUAL FIVE (5) DAYS VACATION LEAVE OF OFFICIALS AND EMPLOYEES
UNDER EXECUTIVE ORDER NO. 1077

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Cultural Agency Directors
Regional Directors
Schools Superintendents
Heads of Centers/Units
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Memorandum Circular no. 18, s. 1987, of the Civil Service Commission which provides, among others, that "the mandatory 5-day vacation leave for 1986, 1987 and thereafter shall be forfeited if not taken during the year." In this connection, attention is invited to MECS Orders Nos. 30 and 38, both series of 1986, regarding the guidelines on the implementation of Executive Order No. 1077.
2. It is desired that this Order be brought to the attention of all officials and employees for their information and guidance.
3. Strict compliance is requested.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:
As stated

References:
MECS Orders: (Nos. 30 and 38, s. 1986)

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

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

/ BUREAUS & OFFICES
/ EMPLOYEES
/ LEAVE

/ OFFICIALS
/ RULES & REGULATIONS

(Inclosure to DECS Order No. 113, s. 1987)

Republika ng Pilipinas
KOMISYON NG SERBISYO SIPIL
(Civil Service Commission)
Lungsod ng Quezon

MC. No. 18, s. 1987

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS AND
STATE UNIVERSITIES AND COLLEGES

SUBJECT : ANNUAL FIVE (5) DAYS VACATION LEAVE OF OFFICIALS
AND EMPLOYEES UNDER EXECUTIVE ORDER NO. 1077

Section 2 of Executive Order No. 1077 dated January 9, 1986 states that all officials and employees of the government shall be required to go on vacation leave for a minimum of five (5) working days annually and that the head of office shall adopt a staggered scheduling of vacation leave of officials and employees provided, that he may, as the exigency of the service requires, cancel any previously scheduled leave. This provision was reiterated in CSC Memorandum Circular No. 4, series of 1986, which provided guidelines on the implementation of said Executive Order.

Despite this mandatory requirement, however, it has been observed that leave cards submitted to the commission for confirmation of terminal leave credits do not always reflect the 5-day vacation leave without any explanation as to its non-compliance. The reason is quite obvious, the intention being to accumulate as much leave as possible upon separation from the service. This defeats the purpose of the Leave Law which allows employees to take time out for themselves, enjoy and be rejuvenated, so that when they return to work, they can be more efficient workers.

In view of the foregoing, the mandatory 5-day vacation leave for 1986, 1987 and thereafter shall be forfeited if not taken during the year.

Please be guided accordingly.

(SGD.) CELERINA G. GOTLADERA
Chairman

Quezon City, October 30, 1987
Office of Retirement Administration

A true copy