

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

May 24, 1966

DECS O R D E R  
No. 42, s. 1966

PRESCRIBING GUIDELINES ON THE COMPUTATION  
OF CREDITING VACATION AND SICK LEAVE  
UNDER EXECUTIVE ORDER NO. 1077

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

1. Inclosed is a certified true copy of Memorandum Circular No. 54 dated March 14, 1966 of the Office of the President of the Philippines which provides that any officer or employee of the government who retires or voluntarily resigns or is separated from the service through no fault of his own and whose leave benefits are not covered by any special law shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays and holidays without limitation as to the number of days of vacation and sick leave that he may accumulate provided the concerned officers/employees were in the service as of the effectivity of Executive Order No. 1077 on January 9, 1966.

2. It is desired that this Order be disseminated to all concerned for their information and guidance. Strict compliance of all concerned is enjoined.

(SGD.) LOURDES R. QUISUMBING  
Secretary

Incl.: As stated

References: MECS Order: Nos. 30 and 38, s. 1966

Allotment: 1--2-3--(M.O. 1-97)

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

LEAVE

RULES & REGULATIONS

SERVICE

(Inclosure to DECS Order No. 42, s. 1988)

OFFICE OF THE PRESIDENT  
OF THE PHILIPPINES  
Malacanang

MEMORANDUM CIRCULAR NO. 54

PREScribing GUIDELINES ON THE COMPUTATION OF CREDITABLE  
VACATION AND SICK LEAVES

WHEREAS, Executive Order (EO) No. 1077, dated January 9, 1986, provides under Section 1 thereof that any officer or employee of the government who retires or voluntarily resigns or is separated from the service through no fault of his own and whose leave benefits are not covered by any special law, shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays and holidays without limitation as to the number of days of vacation and sick leave that he may accumulate;

WHEREAS, Civil Service Commission (CSC) Memorandum Circular (MC) No. 4, series of 1986, prescribing guidelines on the implementation of EO No. 1077, provides that the "reckoning date for crediting accumulated leave in excess of 300 days shall start on October 12, 1981 [and that] leave credits in excess of 300 days before this date shall be deemed forfeited;" and

WHEREAS, on February 28, 1988, the CSC recommended the issuance by this Office of a memorandum circular specifying the coverage and applicability of EO No. 1077, particularly the reckoning date for accrediting accumulated leave in excess of three hundred (300) days, and interposed no objection if the reckoning date of October 12, 1981, as stated in CSC MC No. 4, is modified or deleted.

Accordingly, and for the guidance of all concerned, the computation of leave credits shall be as follows:

Any officer/employee of the government who retires/voluntarily resigns/is separated from the service through no fault of his/her own, and who is not otherwise covered by special law, shall be entitled to the commutation of all his/her leave credits exclusive of Saturdays/Sundays/holidays without limitation and regardless of the period when the credits were earned; provided that the leave privileges under EO No. 1077 as herein outlined may be availed of only by concerned officers/employees in the service as of the effectivity thereof on January 9, 1986.

Strict compliance hereto is enjoined.

By authority of the President

(SGD.) CATALINO MACARAIG, JR.  
Executive Secretary

Manila, March 24, 1988