

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

July 22, 1988

DECS O R D E R
No. 67, s. 1988

GUIDELINES ON LEAVE CREDIT COMPUTATION FOR SCHOOL
TEACHERS ON VACATION LEAVE CREDIT

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Chief of Service and Heads of Units/Centers
Schools Superintendents
Vocational School Superintendents/Administrators
Presidents of State Colleges/Universities

1. Inclosed is a copy of Memorandum Circular No. 9, s. 1988, of the Civil Service Commission prescribing the guidelines for leave credit computation of school teachers on vacation leave credit pursuant to LOI No. 1509.

2. Conformably thereto, teachers and other school personnel on the teacher's leave basis who resign, retire or are separated through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused service credits in addition to the proportional vacation pay earned during the school year. The following examples are hereby given for the guidance of the field:

EXAMPLE I: Mr. Juan de la Cruz rendered service during the school year 1985-86 from June 17, 1985 to April 5, 1986 without incurring any absence without pay. He retired from the service effective April 6, 1986. At the time of retirement, he had 30 work days of service credit. The 30 work days service credit should be converted to vacation and sick leave, computed as shown below, and the corresponding money value thereof paid to him:

$$\frac{30 \times 69}{2} = 1035 \text{ days vacation leave and} \\ 532.5 \text{ days sick leave, or a} \\ \text{total of 1567.5 days}$$

He should be paid the 70 days proportional vacation pay covering the period from April 6 to June 14, 1986. In addition, he should also be paid the money value of the 13 days vacation and sick leave covering the period from June 15 to July 2, 1986, under R.A. 2625.

EXAMPLE II: The teacher in EXAMPLE I incurred 20 days of vacation leave without pay during the school year 1985-1986. Accordingly, 5 days** of service credit were used to effect the deduction from his

service credit should be converted to vacation and sick leave (using the formula in Item 2.2 of CSC MC # 9). The money value of the 11 days vacation and sick leave covering the period from June 15 to 30, 1986, under R.A. 2625, should be paid to him, in addition to the 70 days proportional vacation pay.

**This figure is arrived at as follows:

$$\frac{20 \times 0.3}{1.3} = 4.6 \text{ or } 5 \text{ days}$$

EXAMPLE III: Mr. Juan de la Cruz rendered service from the opening of schools on June 16, 1986 up to his retirement on October 15, 1986. He had 40 work days of service credits at the time of retirement. For services rendered during the school year, he should be granted 28 days proportional vacation pay, which is arrived at by granting 7 days proportional vacation pay for every month of service. In addition, he should also be paid the value of the 40 days service credit, using the formula in Item 2.2 of CSC MC # 9.

Mr. de la Cruz will therefore be granted 28 days proportional vacation pay covering the period from October 15 to November 11, 1986, inclusive, and 17 days vacation and sick leave pay covering the period from November 12 to December 5, 1986, under R.A. 2625 (December 1 being a holiday).

3. In order to guide the field, the activities for which service credits may be granted are enumerated below:

- a. Service during registration and election days;
- b. Service for calamity assistance and rehabilitation when schools are used as evacuation centers;
- c. Attendance in in-service training courses/seminars during summer and vacations/holidays;
- d. Teaching in nonformal education classes and the like; and
- e. Service during summer in connection with civic action program.
- f. Service rendered in connection with the early opening of a school year.

4. Credit will not be allowed a teacher for rendering any of the following vacation assignment:

- a. Assignment to clerical work, such as checking forms and finishing reports commonly required in connection with the opening and closing of schools;

- c. Assignment of teachers to duty in another bureau or office;
- d. Assignment in connection with exhibit at a fair;
- e. Postponement of the regular teachers vacation; and
- f. All other assignments similar in nature as enumerated above.

5. Claims for the payment of the money value of the vacation and sick leave pay herein authorized for fiscal years 1986 to 1988 should be submitted to this Office. Beginning the fiscal year 1989, regional directors are hereby authorized to approve payment of the money value of the vacation and sick leave herein authorized, chargeable against the item of the teacher concerned. The item of the teacher concerned should not be filled until the period covered by his proportional vacation pay and vacation and sick leave pay has expired.

6. Also inclosed is the annual report form to be accomplished by schools division superintendents, vocational school superintendents and vocational school administrators. The report should be submitted to their respective regional directors at the end of each school year. The reports for the School Years 1985-86 and 1986-87 should now be submitted to the regional director. Succeeding reports should be submitted as these become due. The reports should be filed in the Office of the Administrative Officer of the Regional Office concerned.

7. All rules and regulations inconsistent with this Order are deemed amended accordingly.

8. Please be guided accordingly.

(SGD.) EDUARDO P. OLISUMBEING
Secretary

Incls.:
As stated

Reference:
None

Allotment: 1-2-3-- (M.O. 1487)

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

LEAVE
RULES & REGULATIONS
TEACHERS

Republic of the Philippines
KOMISYON NG SERBISYO SIBIL
(CIVIL SERVICE COMMISSION)
Lungsod ng Quezon

MC No. 9, s. 1988

MEMORANDUM CIRCULAR

To : ALL HEADS OF MINISTRIES, BUREAUS AND AGENCIES
OF THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATION
AND STATE COLLEGES AND UNIVERSITIES

Subject : Guidelines on Leave Credit Computation for
School Teachers on Vacation Leave Credit

The following guidelines are hereby prescribed for leave credit computation of school teachers on vacation leave credit pursuant to LOI No. 1509:

1.0 Scope

Teachers and other personnel on teacher leave status shall be covered by the provisions of LOI No. 1509. The term teacher leave status shall refer to teachers who enjoy the Christmas and long vacation period.

2.0 Procedure

2.1 Teachers shall earn service credits when they serve during vacation period, including Saturdays, Sundays and holidays in the course of the regular school year where authorized by the proper authority in the DCS; and

2.2 Service credit shall be converted to vacation and sick leave using the following formula:

If X is the number of unused service credit in work days:

$$\frac{30X}{3} + 0.5 = \text{No. of vacation and sick leave each}$$

3.0 Accumulation/Commutation

In order to render the teacher leave benefits analogous to those enjoyed by other government employees, the accumulation and commutation of unused service credit shall be as follows:

3.1 Unused service credits shall be converted to vacation and sick leave using the formula stated in item 2.2 above. The total vacation and sick leave that may accumulate to the credit of a teacher may exceed 300 days;

3.2 Conversion of teachers accumulated leave service credits converted to vacation and sick leave shall be allowed only to those who resign, retire or are separated from the service through no fault of their own on or after January 15, 1989; and

3.3 Payment of terminal leave shall be made only after confirmation of the total accumulated leave of the teacher by the DECS Regional Director. For the purpose by pertinent records, showing dates, times and places service credits were earned.

4.0 Funding

Except as otherwise provided in the General Appropriations Act, any savings in the regular appropriations authorized in the General Appropriations Act for fiscal year 1989 may, with the approval of the President, be used to cover the amount needed to pay the accumulated leave credits of concerned teachers. Henceforth, beginning fiscal year 1989, the money value of the accumulated service credit of a teacher as converted to vacation and sick leave shall be charged against the respective item of the teacher concerned.

5.0 Annual Report

An annual report of such accumulated leave should be submitted to the DECS Regional Director on the form prescribed by the DECS for the purpose.

6.0 Effectivity

This Memorandum Circular shall take effect immediately.

(SGD) PATRICIA A. STO. TOMAS
Chairman

June 30, 1988

(Treasure No. 2 to ECIS Order No. 67, s. 1983)

REPORT OF VACATION SERVICE CREDITS OF TEACHERS AND OTHER SCHOOL PERSONNEL FOR THE SCHOOL YEAR _____

DIVISION _____

SEE _____

NAME	POSITION	Station School	INCLUSIVE DATE OF VACATION SERVICE	ACTIVITY FOR WHICH VACATION SERVICE CREDIT WAS EARNED	NO. OF DAYS	CREDITED TO YEAR

CERTIFIED CORRECT:

Schools Division Superintendent