

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

August 5, 1991

DECS O R D E R
No. 91, s. 1991

RULES AND REGULATIONS GOVERNING THE MONETIZATION OF LEAVE
CREDITS OF GOVERNMENT OFFICIALS AND EMPLOYEES

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

1. Inclosed is a copy of Civil Service Commission Resolution No. 91-665 dated May 30, 1991 prescribing the policies in the monetization of vacation leave/service credits of government officials and employees. Likewise, inclosed is a copy of the Joint Civil Service Commission and Department of Budget and Management Circular No. 1 dated June 27, 1991 issuing the rules and regulations on the policies enunciated in the above-mentioned CSC Resolution.

2. Wide dissemination of this Order is desired.

(SGD.) ISIDRO D. CARINO
Secretary

Incls:
As stated

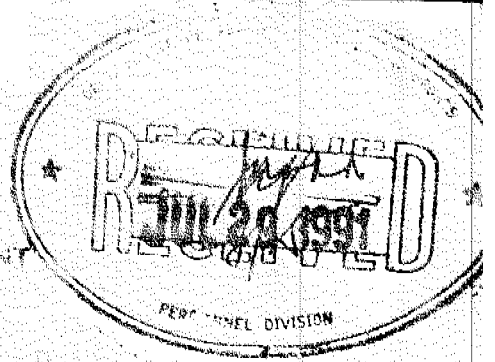
Reference: None

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

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

- ✓ BUREAUS & OFFICES
- ✓ EMPLOYEES
- ✓ LEAVES
- ✓ OFFICIALS
- ✓ RULES & REGULATIONS
- ✓ SERVICE

JOINT CIVIL SERVICE COMMISSION
AND
DEPARTMENT OF BUDGET AND MANAGEMENT
Circular No. 11, s. 1991



RULES AND REGULATIONS GOVERNING THE
MONETIZATION OF LEAVE CREDITS OF GOVERNMENT
OFFICIALS AND EMPLOYEES.

Pursuant to Item No. 3 of the Memorandum of Undertaking for Improved Public Service which took effect May 1, 1991 and CSC Resolution No. 91-885, dated May 30, 1991, the Civil Service Commission and the Department of Budget and Management jointly promulgate the following rules and regulations that shall govern the monetization of leave credits of government officials and employees.

Rule I. Interpretation and Objectives

Section 1. Leave laws are social legislations which had been enacted to promote the physical and mental well-being of public servants and should be responsive with the times and be interpreted reasonably in favor of the employee. Monetization of leave credits aims to:

- (a) Provide necessary additional funds to finance the education, health or other emergency expenses of the employee, or any member of his family by allowing him to monetize portion of his accumulated vacation leave credits;
- (b) Allow the employee to continue reporting for work and be paid his salary for services actually rendered even if he chooses to monetize his vacation leave;
- (c) Authorize the payment of the monetized leave credits.

Rule II - Coverage

Section 1. These rules and regulations shall apply to all officials, employees and laborers in the national and local governments including those in government-owned and controlled corporations with original charters, state universities and colleges, judiciary and legislative who are appointed on a permanent, provisional, casual or temporary status in the career and non-career service.

Rule VI - Restrictions, Funding and Effectivity

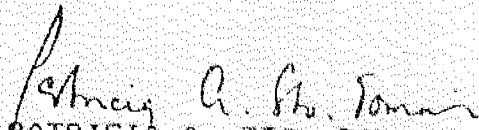
Section 1. Restrictions - The following restrictions shall be observed in the monetization of vacation leave/service credits:


- (a) Any employee who avails of this privilege shall not be allowed to go on vacation leave simultaneous with the monetization of leave credits. This provision, however, shall not be applied to those who shall go on sick leave.
- (b) An employee who has accumulated more than fifteen (15) days vacation leave/service credits can only avail of the maximum of ten (10) days monetized vacation leave/service credits prescribed under Section 2, Rule IV, of this Rules.

Section 2. Funding - Funding for the implementation of monetization of vacation leave credits/service credits shall be charged against savings of the department, agency, government owned or controlled corporations or local government unit concerned.

Provided that in the utilization of savings, agencies shall give priority to payment of monetized leave credits/service credits and provided further that employees holding positions below salary grade 19 shall be given preference in the availment of the privilege.

Section 3 - Effectivity. This Joint Circular shall take effect immediately.


PATRICIA A. STO. TOMAS
Chairman


GUILLERMO N. CARAGUE
Secretary

27 June 1991

DCSS

Republic of the Philippines
CIVIL SERVICE COMMISSION
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RESOLUTION NO. 91-66S

WHEREAS, under Section 12 (2) of Sub-Title A, Title 1, Book V of Executive Order No. 292, the Civil Service Commission is empowered to prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, leave laws have been enacted and the implementing rules issued to promote the physical and mental well-being of public servants;

WHEREAS, such enactments being social legislations should be in accord with the times and be interpreted reasonably in favor of the employee;

NOW, THEREFORE, the Commission hereby RESOLVES to prescribe the policies in the monetization of vacation leave/service credits:

1. Officers and employees in the Career and non-career service, whether permanent, provisional, temporary or casual, who have accumulated at least fifteen (15) days vacation leave shall be allowed to monetize a portion of their vacation leave/service credits in accordance with the rules herein prescribed.
2. An officer or employee shall be allowed to monetize a maximum of ten (10) working days vacation leave/service credits. It shall be availed of only once a year.
3. If an officer or employee does not avail of the privilege of monetizing his vacation leave/service credits in a year, it shall be deemed included in his accumulated leave credits.
4. An officer or employee who availed of the maximum ten (10) days vacation leave/service credits shall still go on five (5) days forced leave as provided for under EO 1077 dated January 9, 1966.
5. Teachers who have accumulated service credits may also avail of the privilege provided that the service credit shall be converted to vacation and sick leave in accordance with the Conversion Rate of Service Credits prescribed in item 2.2 of CSC MC No. 9, s. 1983 (Annex "A").