



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman, 1126 Quezon City

100 Years of Service;
Civil Service of Its Best,
Mamamayan Muna

MC No. 16, s. 2002

MEMORANDUM CIRCULAR No. 16

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to Section 23, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave.

Pursuant to **CSC Resolution No. 02-0731, dated May 21, 2002**, this Commission adopted the Amendment to Section 23, Rule XVI, of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave, the pertinent portions of which read, as follows:

"Sec. 23. Monetization of 50% or more of vacation/sick leave credits - Monetization of fifty (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

- "a. Health, medical and hospital needs of the employee and the immediate members of his family;*
- "b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;*
- "c. Educational needs of the employee and the immediate members of his/her family;*

- "d. *Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;*
- "e. *In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;*
- "f. *Other analogous cases as may be determined by the Commission.*

"The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

"Immediate family is used herein as defined in Rule I (Definition of terms) of the Omnibus Rules Implementing the Administrative Code of 1987."

Following its publication on **June 7, 2002 in Today**, said amendment shall take effect fifteen days thereafter or on June 22, 2002.

In view thereof, all existing Civil Service rules and regulations, circulars and memoranda inconsistent herewith are hereby repealed or amended accordingly.


KARINA CONSTANTINO-DAVID
Chairperson

June 21, 2002

June 24, 2002



**Amendment of Sec. 23, Rule XVI of the Omnibus Rules
on Leave (CSC MC No. 41, s. 1998) Implementing
Book V of the Administrative Code of 1987**

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RESOLUTION NO. 020731

WHEREAS, the Civil Service Commission as the central personnel agency of government, embraces all branches subdivisions, instrumentalities, and agencies of the Government, including government-owned and controlled corporations with original charters;

WHEREAS, Section 12 (2), Chapter 3, Title I, Subtitle A, Book V of the Administrative Code of 1987 (Executive Order No. 292), empowers the Civil Service Commission to prescribe, amend and enforce rules and regulations to effectively carry out its mandate;

WHEREAS, pursuant to its delegated authority, the Commission issued the Omnibus Rules Implementing Book V of the Administrative Code of 1987;

WHEREAS, Rule XVI (Leave of Absence) of the Omnibus Rules has been amended by CSC Memorandum Circular Nos. 41 s. of 1998, and 6 and 14, s. of 1999;

WHEREAS, Section 23 of the Omnibus Rules on Leave provides for up to 50% monetization of all accumulated leave credits which may be allowed for valid and justifiable reasons subject to the discretion of the agency head and the availability of funds;

WHEREAS, there is a need to provide for the allowance of the monetization of 50% or more of accumulated leave credits in consideration of an employee's dire financial needs brought about by situations provided hereto; and

WHEREAS, there is further need to provide guidelines for the proper implementation of Section 23 of the Omnibus Rules on Leave so that the same shall not be totally subject to the discretion of the agency head.

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NOW, THEREFORE, the Commission hereby adopts and promulgates the following rules to serve as an amendment to Section 23 of the Omnibus Rules on Leave:

Section 23 of the Omnibus Rules on Leave is hereby amended to read, as follows:

"Sec. 23. Monetization of 50% or more of vacation/sick leave credits - Monetization of fifty (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

- "a. Health, medical and hospital needs of the employee and the immediate members of his family;*
- "b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;*
- "c. Educational needs of the employee and the immediate members of his/her family;*
- "d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;*
- "e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;*
- "f. Other analogous cases as may be determined by the Commission.*

"The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

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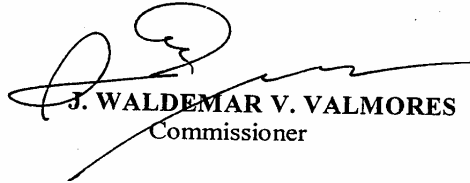
"Immediate family is used herein as defined in Rule I (Definition of terms) of the Omnibus Rules Implementing the Administrative Code of 1987."

This Resolution shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, MAY 21 2002


KARINA CONSTANTINO-DAVID
Chairman


JOSE F. ERSTAIN, JR.
Commissioner


J. WALDEMAR V. VALMORES
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III