

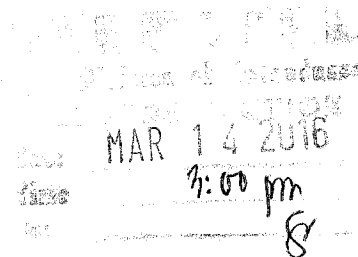



Republic of the Philippines
Department of Education
Region V(Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-68



TO : Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Secondary School Heads
Administrative Officers/Section Heads



FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : CSC MC No. 2, s. 2016 (AMENDMENT TO THE CONSTANT FACTOR IN THE
FORMULA USED FOR COMPUTING TERMINAL LEAVE BENEFITS (Section 40)
AND COMPUTATION OF LEAVE MONETIZATION (Section 24) OF THE OMNIBUS
RULES ON LEAVE

DATE : March 14, 2016

Attached is CSC MC No. 2, s. 2016 (Amendment in the Constant Factor in the Formula Used for Computing Terminal Leave Benefits (Section 40) and Computation of Leave Monetization (Section 24) of the Omnibus Rules of Leave.

For information and guidance.



MC No. 02, s. 2016

MEMORANDUM CIRCULAR

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

SUBJECT : Amendment to the Constant Factor in the Formula Used for Computing Terminal Leave Benefits (Section 40) and Computation of Leave Monetization (Section 24) of the Omnibus Rules on Leave

Pursuant to CSC Resolution No. 1501530 dated December 21, 2015, the Commission, in view of the enactment of Republic Act No. 9849 which includes Eidul Adha and Eidul Fitr among the regular holidays now being observed in the Philippines, has resolved to change the constant factor used in computing the Terminal Leave Benefits (Section 40 of CSC Memorandum Circular No. 14, s. 1999) and Monetization of Leave Credits (Section 24 of the Omnibus Rules on Leave), as follows:

365 = Days in a year
104 = Saturdays & Sundays in a year
12 = Legal holidays in a year (in accordance with RA No. 9849)
12 = Months in a year

$$\frac{12}{365 - (104 + 12)} = \frac{12}{249} = .0481927$$

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1501530 in a newspaper of general circulation.


ALICIA dela ROSA-BALA
Chairperson

12 JAN 2016

*CSC Resolution No. 1501530 dated December 21, 2015 was published on January 7, 2016 in Philippine Star

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service



Amendment; Section 40 of CSC Memorandum Circular No. 14, s. 1999; Section 24 of the Omnibus Rules on Leave
Re: Constant Factor in the Formula for Computing Terminal Leave Benefits and Monetization of Leave Credits

Number : 1501530

Promulgated : 21 DEC 2015

X X

RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292 or the Administrative Code of 1987 conferred on the Civil Service Commission the power and function to "prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws";

WHEREAS, Section 40 of CSC Memorandum Circular No. 14, s. 1999 provides for the constant factor to be used in the formula for computing terminal leave, to wit:

"Section 40. Computation of terminal leave

X X X

"The constant factor was derived from this formula:

- 365 = Days in a year
- 104 = Saturdays & Sundays in a year
- 10 = Legal holidays in a year (provided by EO 292)
- 12 = Months in a year

$$\frac{12}{365 - (104 + 10)} = \frac{12}{251} = .0478087$$

"This formula shall take effect on January 15, 1999."

WHEREAS, the number of legal holidays in a year in the above constant factor is ten (10) days as provided under Executive Order No. 292;

Certified True Copy:
SEYMOUR R. PAJARES
 Chief Personnel Specialist
 Commission Secretariat & Liaison Office

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WHEREAS, Section 24 of the Omnibus Rules on Leave likewise provides for the same constant factor (.0478087) in the computation of leave monetization;

WHEREAS, the Department of Budget and Management issued Budget Circular No. 2002-1 dated January 14, 2002 to prescribe the guidelines on the computation and funding of the Terminal Leave Benefits and Monetization of Leave Credits in conformity with CSC Memorandum Circular No. 14, s. 1999;

WHEREAS, Republic Act No. 9849 (An Act Declaring the 10th Day of Zhul Hijja, the 12th Month of the Islamic Calendar, A National Holiday for the Observance of Eidul Adha, Further Amending For The Purpose Section 26 Chapter 7 Book I of Executive Order No. 292, Otherwise Known as the Administrative Code of 1987, as Amended) includes Eidul Adha and Eidul Fitr among the regular holidays being observed in the Philippines;

WHEREAS, with the enactment of RA No. 9849, the number of legal holidays now being observed in the country is twelve (12) days in a year;

WHEREAS, there is a need to change the number of legal holidays in deriving the constant factor to be used in the formula for computing the Terminal Leave Benefits and Monetization of Leave Credits, as follows:

365 = Days in a year
104 = Saturdays & Sundays in a year
12 = Legal holidays in a year (in accordance with RA No. 9849)
12 = Months in a year

$$\frac{12}{365 - (104 + 12)} = \frac{12}{249} = .0481927$$

WHEREFORE, in view of the foregoing, the Commission **RESOLVES** to change the constant factor used in computing the Terminal Leave Benefits (Section 40 of CSC Memorandum Circular No. 14, s. 1999) and Monetization of Leave Credits (Section 24 of the Omnibus Rules on Leave) from .0478087 to **.0481927**.

All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

Certified True Copy:

SEYMOUR R. FAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

This amendment shall take effect fifteen (15) days from the date of its publication.

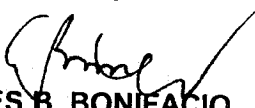
Quezon City.


ALICIA dela ROSA-BALA
Chairperson



ROBERT S. MARTINEZ
Commissioner


NIEVES L. OSORIO
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

HPSO/PSSD/APE/JLT/DOLM/jane
Constant factor_computation of TLB and MLC


SEYMOUR H. FAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

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Date: Jan. 07, 2016
 Publication: Phil. Star
 Page: B9

Re: Departmental Circulars on the Formula for Computing Terminal Leave Benefits and Monetization of Leave Credits
 Promulgated: 21 DEC 2015

RESOLUTION

WHEREAS Section 12 (2), Chapter 3, Subtitle A, Title 1, Book V of Executive Order No. 282 of the Administrative Code of 1987 conferred on the Civil Service Commission the power and authority to prescribe, amend and enforce rules and regulations for carry-over leave; and the provisions of the said Code are in full compliance with the law;

WHEREAS Section 10 of CSC Memorandum Circular No. 1-99 provides for the standard formula for the computation of terminal leave;

WHEREAS the Department of Budget and Management Circular No. 202-15 prescribes the guidelines on the computation of leave credits in conformity with the law;

WHEREAS Republic Act No. 9649, An Act Declaring the Calendar of National Holidays to be Observed in the Philippines, Chapter 2, Book I of Executive Order No. 197, as amended, provides for the observance of national holidays in the Philippines;

WHEREAS in the same Executive Order No. 197, the number of legal holidays in the Philippines is fixed at 15 days a year;

WHEREAS there is a need to change the number of legal holidays to be used in the formula for computing the terminal leave benefits and monetization of leave credits;

WHEREAS the Commission has considered the above-mentioned facts and circumstances and has concluded that it is in the best interest of the service to change the number of legal holidays to be used in the formula for computing the terminal leave benefits and monetization of leave credits;

WHEREAS the Commission has also considered the fact that the number of legal holidays in the Philippines is fixed at 15 days a year;

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(Sp.) ALICIA DEL ROSA-BALA
 Chairperson

(Sp.) ROBERT S. MARTINEZ
 Commissioner

(Sp.) NIEVES L. OSORIO
 Commissioner

(Sp.) DOLORES B. BOMFACIO
 Director

Commission Secretary (in Charge)

"PAID AD"