



**MEMORANDUM CIRCULAR**

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

SUBJECT : Supplemental Policy on Leave Without Pay

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In line with CSC Resolution No. 99-2502, the last sentence of Section 33, CSC Memorandum Circular No. 14, s. 1999 has been deleted and is reconstructed to form part of the penultimate paragraph of Section 56 of the said MC. The same reads as follows:

X X X

*"However, in case of continuous absence for over ten (10) working days, the divisor in the above formula shall be the actual number of working days instead of calendar days."*

X X X

It is informed that CSC MC 14, s, 1999 was published in the Manila Standard on September 11, 1999 and the same took effect on September 27, 1999.

  
CORAZON ALMA G. DE LEON  
Chairman

11 November 1999

etc/leave300-policy

OAC@S

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**



Re: Clarification on Leave Without Pay  
(Sections 33 & 56, CSC MC 14, s. 1999)

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RESOLUTION NO. 992502

**WHEREAS**, it is the Commission's mandate to formulate rules and regulations affecting the government workforce which are in consonance with law and sound management principles/practices;

**WHEREAS**, under CSC Memorandum Circular No. 14, s. 1999, a formula is provided for the purpose of computing the salary of personnel on leave without pay. Such formula, however, did not distinguish between intermittent leave without pay vis-a-vis continuous leave without pay;

**WHEREAS**, there is a need to further clarify this policy for the guidance of HRD practitioners.


**WHEREFORE**, the Commission hereby deletes and so amends the last sentence of Section 33 of CSC Memorandum Circular No. 14, s. 1999 which reads "*He shall neither receive salary for those days*". Instead, said last sentence is now reconstructed to form part of the penultimate paragraph of Section 56 of the said MC. The same reads as follows:

X X X

*"However, in case of continuous absence for over ten (10) working days, the divisor in the above formula shall be the actual number of working days instead of calendar days."*

X X X

Quezon City, NOV 10 1999

  
THELMA P. GAMINDE  
Commissioner

  
CORAZON ALMA G. DE LEON  
Chairman

**DID NOT PARTICIPATE**  
JOSE F. ERESTAIN, JR.  
Commissioner

Attested by:  
  
ARIEL G. RONQUILLO  
Director III