REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

March 17, 2016

CUSTOMS MEMORANDUM CIRCULAR
NO. 41-2016

TO: All Deputy Commissioners
All Directors and Division Chiefs
All District / Port Collectors
And Others Concerned

SUBJECT: **Formula Used for Computing Terminal Leave Benefits and Computation of Leave Monetization**

Attached is the Memorandum dated March 10, 2016 of Director Jennifer J. Tan, Central Administration Office, Department of Finance (DOF), endorsing copies of the following Civil Service Commission (CSC) issuances:

CSC MC No. 02, 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
CSC Resolution No. 1501530	Amendment; Section 40 of CSC MC No. 14, s. 1999; Section 24 of the Omnibus Rules on Leave

For your information and guidance.

Please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

ALBERTO D. LINA
Commissioner

Bureau of Customs
ALBERTO D. LINA
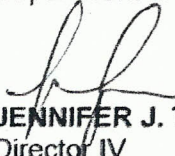Commissioner
16-02172

MAR 21 2016

Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

MEMORANDUM

FOR   :   **HEADS OF OFFICES**
                  This Department

                  HEADS OF BUREAUS/ATTACHED AGENCIES
                  Department of Finance

FROM   :   **JENNIFER J. TAN**
                  Director IV
                  Central Administration Office

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**

DATE   :   March 10, 2016

Attached for information and guidance is a copy of Memorandum Circular No. 02,
s. 2016 from the Civil Service Commission on the above-captioned subject.

DEPARTMENT OF FINANCE
Republic of the Philippines

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CSC

Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa taum BAYAN

DEPARTMENT OF FINANCE 2:47PM
Republic of the Philippines

031116CA000197

MC No. **0 2**, 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

1 2 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

CSC
Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa taum BAYAN

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 : **2 1 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. PAJARES
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

CSC CIVIL SERVICE COMMISSION
Constitution Hills, Diliman, Quezon City

Amendment, Section 40 of CSC Memorandum
Circular No. 14, s. 1999; Section 24 of the
Omnibus Rules on Leave   Number   1501535
Re: Constant Factor in 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 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 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;

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 Zhu'I-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.

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

Quezon City.

(Sgd.) ALICIA dela ROSA-BALA
Chairperson

(Sgd.) ROBERT S. MARTINEZ
Commissioner

(Sgd.) NIEVES L. OSORIO
Commissioner

Attested by:

(Sgd.) DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

January 7, 2016, The Philippine Star

CSC GAWING LINGKOD BAYANI ANG BAWAT KAWANI