



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

September 5, 1991

CUSTOMS MEMORANDUM ORDER  
No. 82-91

Subject: Decentralization of Leave Credits  
Computation/Certification

I. OBJECTIVES:

1. To implement the decentralization scheme of the government in its transactions.
2. To properly monitor the computation of leave credits of employees in accordance with Civil Service Rules and Regulations.

II. COVERAGE:

The function and responsibility of computation and certification of leave credits of personnel under Item No. 7-a of C. S. Form No. 6, Application for Leave shall be vested upon the authorized personnel of the Service/Collection District as herein provided vice the Personnel Officer-in-Charge, HRMD as presently practiced.

III. ADMINISTRATIVE PROVISIONS:

1. The Office of the Commissioner, Deputy Commissioner, and other offices/units not belonging to any Service/Collection District shall continue to submit their leave application to HRMD for certification.
2. All leave credit certification as they are issued by the Service/Port Personnel in Charge shall be furnished HRMD for monitoring/updating its records.

*Lawrence M. Lim*

3. All applications for leave under Item No. 7-a (more than 30 days and leave without pay) requiring approval of the Deputy Commissioner or the Commissioner shall be so certified by the Personnel in Charge prior to submission of same to HRMD for preparation of appropriate Disposition Form.

IV. OPERATIONAL PROVISIONS:

1. All Service Chiefs/District Collectors shall recommend 2 employees in their respective Service/Ports who shall be responsible and accountable for the computation and certification of leave credits. He/She should be a duly appointed Administrative Officer/Personnel Officer, if available, or holder of any responsible position.
2. The recommendees shall be issued Customs Personnel Order for this purpose.
3. These Personnel in Charge will then undergo on-the-job training at HRMD in matters of leave credit computation and certification.
4. After the completion of said training, duplicate copies of the Leave Cards presently maintained by HRMD will be issued to these Officers in Charge. Henceforth, their maintenance and up-date shall be their sole responsibility and accountability.
5. Upon promotion/reassignment of personnel to other ports/services, this copy of leave card shall be officially transmitted by the last place of assignment to the next port/service assignment.
6. Any alterations/amendments on the duplicate copy of the leave card shall be duly signed by authorized personnel officer. The Central Office shall be properly notified of the same.

*Jawad M. King*

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7. Upon retirement/separation of an employee, his leave card should be returned to HRMD by the Officer in Charge together with other required documents.

V. AMENDATORY CLAUSE:

All other provisions of CMO 11-89 and other issuances on attendance, not inconsistent with this order shall remain in force.

VI. EFFECTIVITY:

This Order shall take effect after completion of training of those who will take over from HRMD and to be covered by a Customs Personnel Order.

*Salvador M. Mison*  
SALVADOR M. MISON  
Commissioner