



M.C. No. 11, s. 1995

**MEMORANDUM CIRCULAR**

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

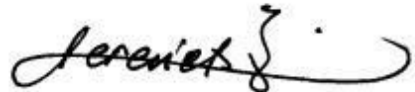
**SUBJECT : GUIDELINES ON REFUND OF DEDUCTIONS FROM SALARIES MADE PRIOR TO THE ISSUANCE OF CSC RESOLUTION NO. 91-540 AND M.C. NO. 16, S. 1991, PURSUANT TO THE SUPREME COURT DECISION IN PERALTA VERSUS CSC, 212 SCRA 425**

Under CSC Resolution No. 95-3110 dated May 16, 1995, the Commission adopted and prescribed the following guidelines on the above subject:

1. All government employees whose salaries were deducted an amount corresponding to the Saturday, Sunday and Holiday immediately preceding or succeeding his absence without pay for four (4) days or less, may claim refund for said days of salary deduction.
2. The refund that may be claimed shall be limited to deductions made during the five (5) year period prior to the promulgation of the aforementioned Supreme Court decision from August 10, 1987 to August 10, 1992.
3. Each claim shall be accompanied by a copy of the claimant's leave card, duly certified by the Administrative Officer, record of which is with the Agency concerned to establish said claim.
4. All claims must be submitted to the Agency head thru the Human Resource Management Office/Personnel Office or the duly designated personnel of the Agency concerned.

5. The primary objective of these guidelines is to return to affected government employees the amounts deducted from their salaries pursuant to the decision of the Supreme Court in the Peralta case. However, claims for refunds can only be paid when there are available funds in the agency. Agencies which do not have funds shall request from the Department of Budget and Management (DBM).
6. Affected employees shall have priority over monetization in the use of the concerned Agencies' savings.

This Circular shall take effect immediately.



**RAMON P. EREÑETA, JR**  
Commissioner

June 5, 1995

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