



Republic of the Philippines

## **CIVIL SERVICE COMMISSION**

NATIONAL CAPITAL REGION

MC No. 16, s. 1993

### **MEMORANDUM CIRCULAR**

**T O : ALL HEADS OF LOCAL GOVERNMENT UNITS, UNDER THE JURISDICTION OF THE CIVIL SERVICE NATIONAL CAPITAL REGION**


**SUBJECT : Guidelines on the Confirmation of Terminal Leave**

The Civil Service Commission under its Memorandum Circular No. 5, s. 1986 and Memorandum Circular No. 8, s. 1989, require, among others, that all pertinent records relative to computation of terminal leave of officials and employees of Local Government Units (LGUs) be submitted to Civil Service Regional Offices for confirmation.

It has been reported that Local Government Units under the jurisdiction of the Civil Service - National Capital Region have become knowledgeable in leave computations, interpretation of leave laws and related issuances.

In view of the foregoing, and to facilitate payment of terminal leave, the Commission hereby declares that, for all Local Government Units (LGUs) under the jurisdiction of the National Capital Region, confirmation of leave credits by the Civil Service Commission - NCR is no longer necessary.

This Memorandum Circular shall take effect immediately.

  
**PATRICIA A. STO. TOMAS**  
Chairman

April 30, 1993.  
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