Republic of the Philippines
CIVIL SERVICE COMMISSION

MC # 50 s. 1990

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING THOSE OF GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES, JUDICIARY AND LEGISLATURE

SUBJECT: Computation of Vacation Leave Without Pay Re: Implementation of Length of Service Step Increment

Pursuant to the provisions of Section 13(c) of the Republic Act No. 6758 and the Joint CSC-DBM Circular No. 1, series 1990, step increments shall be granted to all deserving officials and employees of the government based on length of service and merit.

In line with the effective and facilitative implementation of the length of service step increment, it is hereby promulgated that for purposes of computing the length of service for the grant of step increment, authorized vacation leave without pay for an aggregate number of fifteen (15) days, inclusive of Saturdays, Sundays and holidays, shall not interrupt the continuity of the three years service requirement for the grant of one (1) step increment, PROVIDED that: the total number of authorized vacation leave without pay incurred within the three-year period does not exceed fifteen (15) days.

This Memorandum Circular shall take effect immediately.

PATRICIA A. STO. TOMAS
Chairman

December 12, 1990