

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
OFFICE OF THE PRESIDENT

September 4, 1996

MEMORANDUM NO. 137  
Series of 1996

T O: All VISCA Staff Concerned

SUBJECT: Clarification on Special Leave Privileges


It has been noted that a number of staff members entitled to the Special Leave Privileges are availing the 3 days maximum at one time specifically for birthday leave or anniversary leave to the detriment of public service.

Please be informed that the grant of the Special Leave benefits was an after effect of the checklist of reasonable working conditions in the public sector per Civil Service Commission MC No. 30, 1994. It's aim was both to assist management and union (if any) in establishing a working environment which will promote harmonious relationship between them, enhance the employees' welfare and productivity and contribute to the attainment of a responsible public service, in general, and the goals of the agency, in particular. Thus, during important occasions where the employee has to be out of his office, the special leave privilege is granted to allow him to be absent from work but his absence shall not be charged to his accumulated leave credits. However, since it is only a privilege and not a right, its availment must be dependent on the need for him to be out of the office, and subject to prior approval of the agency head.

For the clarification therefore of all concerned, please be informed that birthday leave or anniversary leave can be enjoyed by an employee only on the day of his own birthday/anniversary and he can enjoy only 1 day leave for each occasion per year, if the same falls on a working day. His 2 days remaining leave privileges may be enjoyed only if the other special leave privileges are applicable.

The Personnel Office is hereby directed to monitor strict implementation of the special leave privileges to ensure that, in trying to boost the morale of staff, the interest of the service must not be sacrificed.

For the information and guidance of all concerned.

  
SAMUEL S. GO  
President

cc: Vice President for Adm.  
Administrative Officer V  
Personnel  
Accounting  
Records  
File