

OFFICE OF THE PRESIDENT

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May 13, 1994

MEMORANDUM NO. 49
Series of 1994

T O: All Unit Heads and Employees

SUBJECT: Service Breaks

You must be aware that the government had been granting additional benefits and/or salary increases to all government employees whether they are on permanent, temporary, contractual or casual status. However, such benefits have been funded only for plantilla items while the funding requirements of those employees whose salaries are charged to lumpsum appropriation are provided with supplemental appropriation only on the initial implementation of such benefits. No additional appropriation is earmarked in the succeeding years. Therefore, we can not maintain the same work force with the same number of service breaks as we did in the previous years.

In view of this budgetary restriction, all casual and contractual employees shall take a service break common to all sectors as agreed in the consultative meeting with the unit heads, project and study leaders as follows:


Casual employees	73 days
Contractual employees	14 days

Although service breaks may not be the long lasting solution to the recurring problem, this is the best we can do under the present condition. Our 1994 lumpsum appropriation for non-plantilla items will run short of our actual needs if we will not impose service breaks. At any rate, we will continue to explore various possibilities to either reduce the number of days of service break or allow the employees to work on full-time basis.

Meanwhile, all unit heads are expected to make the necessary planning of office operations considering the required service breaks and keep their concerned employees properly informed.

Since this has become a recurring problem, Unit Heads are hereby advised to assess the workload of their staff and institute adjustments in manpower structure taking into consideration the performance and work attitude of their personnel. If DBM will not grant our request for more funds for salaries of casual and contractual employees, we might be presurred to adopt a new approach in permanently solving this problem.

Please be guided accordingly.


SAMUEL S. GO
President