



**Republic of the Philippines**  
**Department of Social Welfare and Development**  
Batasan Pambansa Complex, Constitution Hills  
Quezon City  
Telephone No. 931-8101 to 07

8 February 2003

MEMORANDUM CIRCULAR

No. \_\_\_\_\_  
Series of 2003

SUBJECT: Guidelines on the Provision of Leave Credits  
and Availment of Compensatory  
and Extra Days-Off

Pursuant to Civil Service Memorandum Circular No. 30, series of 1994, providing the check list of reasonable working conditions, these guidelines are hereby issued to govern the following:

1. Provision of leave credits or availment of Compensatory Day-off/Time-off in lieu of authorized overtime services rendered but were not paid due to lack of funds or overtime services rendered by officials;
  2. Compensatory day-off for services rendered as skeletal force;
  3. Extra day-off for every four days of continuous travel.
- I. Coverage
- This Circular covers officials and employees of the DSWD whether under Permanent, Temporary, Co-terminus, Casual or Contractual status of employment..
- II. General Guidelines
- A. Bases for Entitlement
1. Four (4) days continuous travel on official business outside Metro Manila, exclusive of travel time, shall be entitled to one (1) Compensatory Day-off;
  2. Authorized overtime services but not paid due to lack of funds shall be compensated either through provision of leave credits, or through compensatory day-off equivalent to the number of overtime days/hours rendered, at the option of the employee;
  3. Services rendered as skeletal force in case work is suspended due to calamities or other similar reasons as declared by competent authorities;

4. Overtime services rendered by officials due to their non-entitlement to overtime pay (CSC Opinion dated 7 January 2003) shall be entitled to Compensatory Day-off or additional leave credits.

B. Procedure

1. Provision of leave credits shall be subject to submission of duly accomplished application form for the purpose (copy attached)
2. Availment of Compensatory Day-off/Time-off or extra day-off shall be subject to submission of duly accomplished application for leave;
3. Application for Compensatory Day-off/Time-off and/or extra day off shall be filed at least five (5) days in advance, subject to approval of authorized official as recommended by the immediate supervisor;
4. Application shall be supported by copy of appropriate office orders duly approved by authorized officials of the Department and certificate of appearance in the case of official travel outside Metro Manila.

C. Basic Policies

1. Compensatory Day-off/Time-off/Extra Day Off may not be allowed in the exigency of the service but may still be availed of on another date;
2. Compensatory Day-off/Time-off/Extra Day Off shall be non-commulative. It shall be availed within one year from the time it is earned, but shall not form part of the accumulated sick and vacation leave credits and it shall not be monetized;
3. Availment of Compensatory Day-off/Time-off/Extra Day Off shall be systematically scheduled by Heads of Offices/Bureaus/Service/Operating Units so as not to adversely affect the operation. Compensatory Day-off/Time-off earned towards the end of the year but were not used during the year, may be availed of during the 1<sup>st</sup> quarter of the next calendar year;
4. Entitlement to RATA, and subsistence/laundry allowance by employees covered by the Magna Carta for Public

Health Workers shall not be affected by Compensatory Day-off/Time-off/Extra Day Off;

5. Compensatory Day-off/Time-off/Extra Day Off previously approved may be cancelled in the exigency of the service, but may be availed of on another date.

Cases not covered by these guidelines shall be submitted to the Office of the Secretary for resolution.

This Circular takes effect January 1, 2003 and shall continue to be in force and in effect until revoked. Previous issuances contrary to or inconsistent herewith are hereby repealed, modified or amended accordingly.

  
CORAZON JULIANO-SOLIMAN  
Secretary

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