



Republic of the Philippines
Department of Social Welfare and Development
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DEPT. OF SOCIAL WELFARE & DEV'T.
IBP ROAD, CONSTITUTION HILLS, Q.C.

28 April 2004

MAY 06 2004

MEMORANDUM CIRCULAR
NO. 17
SERIES of 2004

LEGAL SERVICE
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**SUBJECT: AMENDMENT OF DSWD MEMORANDUM
CIRCULAR NO. 4, SERIES OF 2003**

Pursuant to CSC Circular No. 30, series of 2004, DSWD Memorandum Circular No. 4, series of 2003 was issued, to provide the guidelines on the provision of leave credits and availment of compensatory and extra day-off. Item II-A-1 of this DSWD Memorandum Circular provides that:

X X X

"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;"

X X X

As it is, the above quoted provision appears to be applicable only to Central Office, while the intention thereof is to apply also to Field Offices. Thus, the need to amend the subject DSWD Memorandum Circular, specifically Item II-A-1 thereof to read as follows:

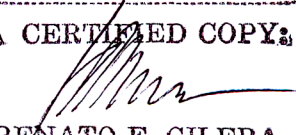
A. Bases for Entitlement

1. Not less than four (4) days continuous travel on official business outside Metro Manila in the case of Central Office staff or outside of official work station, in the case of Field Offices staff, exclusive of travel time, shall be entitled to one (1) extra day-off;

This order shall take effect immediately.


CORAZON JULIANO SOLIMAN
caa/ rvs/ nat / 4/30/04 3:40 PM

A CERTIFIED COPY:


RENATO F. GILERA
Records Officer III