



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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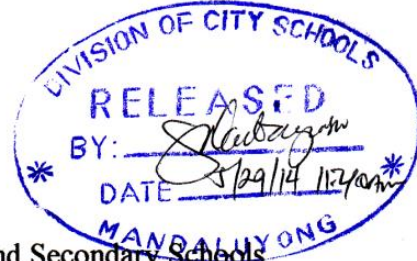


MEMORANDUM

Date : May 29, 2014

To : Principals, Public Elementary and Secondary Schools
Personnel/Teacher IN-charge of Personnel Action

Subject : **POLICY ON THE COMPUTATION OF SALARIES OF
EMPLOYEES ON LEAVE WITHOUT PAY**



This is to provide the field with a uniform basis for the computation of Salaries of Employees on Leave Without Pay for public elementary and secondary schools both teachers and non-teaching personnel.

Please refer to the attached enclosure for your reference and guidance. Should you have any query, you may directly coordinate with the Personnel Unit of this Office.

Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES
Schools Division Superintendent



MC No. 08, s. 2014

#3829

DIVISION OF CITY SCHOOLS	
RECEIVED	
By:	<u>Joseph</u>
Date:	<u>27 MAY 2014</u>
Time:	<u>3:00pm</u>
MANDALUYONG	

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

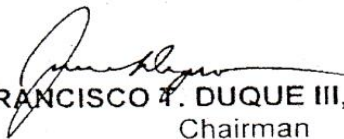
SUBJECT : Policy on the Computation of Salaries of Employees on Leave Without Pay

Pursuant to CSC Resolution No. 1400454 dated March 21, 2014, the Commission adopts the following formula in the computation of salaries of employees who incur leave of absence without pay:

$$\text{SALARY} = \frac{\text{NO. OF DAYS PAID STATUS}}{22 \text{ DAYS}} \times \text{MONTHLY SALARY}$$

Where number of days paid status refers to 22 days less number of days without pay

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1400454 in a newspaper of general circulation.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

MAY 05 2014

CSC Resolution No. 1400454 dated March 21, 2014 was published on April 16, 2014 in Manila Times
06 MAY 2014

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