



CIVIL SERVICE COMMISSION
DEPARTMENT OF BUDGET AND MANAGEMENT



Joint Circular No. 1, s. 2004

TO: ALL HEADS OF LOCAL GOVERNMENT UNITS AND NATIONAL GOVERNMENT AGENCIES CONCERNED

SUBJECT: *Leave Benefits of Barangay Officials*

1.0 Purpose

Pursuant to Section 81 of Republic Act (RA) 7160, the Local Government Code (LGC) of 1991, the following rules and regulations are hereby promulgated to institutionalize the leave privileges of barangay officials, including the cumulation and commutation thereof.

2.0 Coverage

2.1 Entitled to the leave privileges herein provided are the following barangay officials:

- 2.1.1 Punong Barangay;
- 2.1.2 Sangguniang Barangay member/Barangay Kagawad;
- 2.1.3 Sangguniang Kabataan Chair as ex-officio member of the sangguniang barangay;
- 2.1.4 Barangay Secretary; and
- 2.1.5 Barangay Treasurer.

2.2 The Barangay Secretaries and Barangay Treasurers shall be entitled to leave privileges provided they render service in the barangay at least forty (40) hours a week and meet the conditions under Civil Service Commission Memorandum Circular No. 18, series of 2001, to wit:

- 2.2.1 Their respective appointment papers are submitted to the CSC for record purposes;
- 2.2.2 Their positions have fixed salary in accordance with the salary schedule provided in Local Budget Circular No. 63, series of 1996;
- 2.2.3 They meet the qualification requirements set under Sections 394 and 395, respectively, of the Local Government Code; and

2.2.4 Their attendance and service records are kept and maintained in the barangay office.

Pursuant to Section 393 of RA 7160, barangay officials are not compensated in the form of salary. However, for determining the monetary value of the leave credits/benefits of the barangay officials as well as the accreditation of services in the barangay as government service, the fixed honorarium they receive in accordance with law and Local Budget Circular (LBC) No. 63 dated October 22, 1996 shall be treated as fixed salary.

2.3 The Punong Barangay and the Sangguniang Kabataan Chair who are elected as President of the Liga ng mga Barangay and the Federation of the Sangguniang Kabataan shall enjoy the same leave privileges as the regular members of the sangguniang panlalawigan, sangguniang panlungsod, or sangguniang bayan where they sit as *ex-officio* members.

They shall no longer be entitled to leave privileges in their respective barangays starting on the day they enjoyed their leave privileges from the province, city or municipality where they serve as *ex-officio* members of the sanggunian. They shall, however, be entitled to collect from the barangay the money value of the leave credits they earned prior to their service to the higher sanggunians.

2.4 These guidelines shall cover the services rendered by the barangay officials from the effectivity of this Circular.

3.0 Cumulation and Commutation

3.1 Barangay officials under Sections 2.1 and 2.2 of this Circular shall be entitled to leave credits/benefits equivalent to thirty (30) days for every year of service in the barangay as provided under Section 1, Rule XVI of the Omnibus Rules Implementing Book V of EO 292.

3.2 Leave credits shall be cumulated up to one year only and shall be commuted yearly.

3.3 The cumulation of leave credits of the punong barangay and the barangay kagawad shall be based on their actual attendance in regular sessions of the sangguniang barangay.

For this purpose, the minimum number of regular sessions of the sangguniang barangay shall be two (2) times a month as required under Article 105 of the Rules and Regulations Implementing the Local Government Code of 1991 and shall be equal to twenty four (24) sessions in a year.

Scheduled sessions in a month other than the required two (2) regular sessions shall be treated as special sessions. The dates of the two (2) regular sessions and the special sessions shall be clearly stipulated and fixed in the internal rules and procedures of the barangay.

- 3.4 Attendance of the punong barangay and the barangay kagawad in twenty four (24) regular sessions a year shall earn thirty (30) days leave credit.

Attendance in special sessions shall not earn leave credit and shall not be used to offset absences incurred during regular sessions. Absences during regular sessions in a given year shall be deducted from the annual leave credit/benefits.

- 3.5 The cumulation and commutation of leave credits of the barangay secretary and barangay treasurer shall be based on forty (40) hours work a week and subject to applicable Civil Service rules and regulations.

4.0 Computations

- 4.1 Computation of the money value of leave credits shall be based on the monthly honorarium actually received by the incumbent barangay official for a particular year subject to the limitation on rates of honorarium as provided under Sections 3.1 and 3.2 of LBC No. 63 s. 1996 and pertinent Department of Budget and Management issuances.
- 4.2 In determining the leave credit earned by punong barangay and barangay kagawad for every regular session attended, the thirty (30) days leave credits under Section 3.1 hereof shall be divided by the twenty-four (24) required number of regular sessions in a year as provided under Section 3.3 hereof. The computation shall be as follows:

$$\frac{30 \text{ days}}{24 \text{ sessions}} = 1.25 \text{ days leave credits earned per session}^*$$

- 4.3 The money value of the annual leave benefits of barangay officials shall be computed as follows:

Annual Leave Benefit (ALB)	=	Leave Credits Earned (LCE) *	X	Monthly Honorarium (MH) ----- 20.916667 **
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* refer to ANNEX A for Leave Credit Schedule

** The equivalent number of days in a month for computation of the money value of leave benefit based on the total number of working days per year (251) [Section 40 of CSC MC No. 14, s. 1999] divided by the number of months in a year (12).

Illustrative Examples

Punong Barangay A	Barangay Secretary A
Monthly honorarium = P1,000.00 Total regular sessions attended = 24 Leave credits earned = 30	Monthly honorarium = P 600.00 Leave credits earned = 30.00
ALB = LCE X MH/20.916667 = 30.00 X P1,000.00/20.916667	ALB = LCE X MH/20.916667 = 30.00 X P600.00/20.916667
ALB = P 1,434.26	ALB = P 860.56

5.0 Limitations

- 5.1 Leave credits earned from other government agencies and local government units cannot be transferred to the barangay service. They shall be commuted prior to the transfer to the barangay.
- 5.2 Leave credits earned can only be cumulated while the barangay officials concerned are in the service in the same barangay subject to Item 3.2 hereof. Said leave credits shall be commuted prior to transfer to another barangay, local government unit or national government agency.
- 5.3 Leave credits earned by the punong barangay and the barangay kagawad can only be cumulated while they are occupying an elective position. Said leave credits shall be commuted prior to appointment to any appointive position.
- 5.4 Leave credits earned by the barangay secretary and barangay treasurer can only be cumulated while they are occupying an appointive position. Said leave credits shall be commuted prior to assumption to any elective position.

6.0 Funding Source and Mode of Payment

Funding for leave benefits shall be charged against the appropriations for personal services of the barangay. The payment of leave benefits, being a statutory obligation, shall be given priority in the barangay budget, subject to the fifty-five per cent (55%) limitation on personal services appropriations provided under Section 331 (b) of RA 7160. The money value of the annual

leave benefits for a particular year shall be paid in full within the first quarter of the immediately succeeding fiscal year.

7.0 Responsibilities of the Barangay Secretary, the Barangay Treasurer and the Punong Barangay

7.1 The Barangay Secretary shall:

- 7.1.1 Submit the Oaths of Office of the elective officials and appointments of the appointive barangay officials to the CSC Field Office concerned within one month from issuance for recording.
- 7.1.2 Maintain and keep a record of attendance of the elective barangay officials in the regular sessions, daily attendance of appointive barangay officials, and the accumulated leave credits of each barangay official.
- 7.1.3 Prepare certification of leave credits/benefits of barangay officials duly attested by the punong barangay.

7.2 The Barangay Treasurer shall:

- 7.2.1 Compute the money value of leave credits/benefits, subject to the guidelines issued by the CSC and the DBM on the commutation of leave credits/benefits, and to the confirmation by the City/Municipal Accountant.

7.3 The Punong Barangay shall:

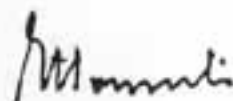
- 7.3.1 Certify/Attest to the correctness of the certification of leave credits/benefits of the barangay officials. For the punong barangay, the city/municipal mayor shall sign the certification.

8.0 Effectivity of Implementation

These guidelines shall take effect fifteen (15) days after its publication in a newspaper of nationwide circulation.



KARINA CONSTANTINO-DAVID
Chairman
Civil Service Commission



EMILIA T. BONCODIN
Secretary
Department of Budget and Management

March 23, 2004

CSC/DBM/DILG/NLA/AFS/SSR/NDLC/AB/ty
Joint Circular on Leave Benefits of Eryg O'Yobis

Published in page 2 of the March 31, 2004 issue of TODAY.

I. LEAVE CREDIT SCHEDULE FOR THE PUNONG BARANGAY AND BARANGAY KAGAWAD

Table 1. Leave Credits Earned on a Session Basis

Total No. of Regular Sessions Attended	Leave Credits Earned	Total No. of Regular Sessions Attended	Leave Credits Earned
1	1.25	13	16.25
2	2.50	14	17.50
3	3.75	15	18.75
4	5.00	16	20.00
5	6.25	17	21.25
6	7.50	18	22.50
7	8.75	19	23.75
8	10.00	20	25.00
9	11.25	21	26.25
10	12.50	22	27.50
11	13.75	23	28.75
12	15.00	24	30.00

II. LEAVE CREDIT SCHEDULE FOR THE BARANGAY SECRETARY AND BARANGAY TREASURER

Table 1. Leave Credits Earned on a Daily Basis¹

Number of Days	Leave Credits	Number of Days	Leave Credits
1	0.084	16	1.334
2	0.166	17	1.416
3	0.250	18	1.500
4	0.334	19	1.584
5	0.416	20	1.666
6	0.500	21	1.750
7	0.584	22	1.834
8	0.666	23	1.916
9	0.750	24	2.000
10	0.834	25	2.084
11	0.916	26	2.166
12	1.000	27	2.250
13	1.084	28	2.334
14	1.166	29	2.416
15	1.250	30	2.500

¹ Omnibus Rules on Leave, p. 13.

Table 2. Leave Credits Earned on a Monthly Basis ²

Number Of Month(s)	Leave Credits *	Number of Month(s)	Leave Credits *
1	2.50	7	17.50
2	5.00	8	20.00
3	7.50	9	22.50
4	10.00	10	25.00
5	12.50	11	27.50
6	15.00	12	30.00

* Under the assumption that the barangay secretary and barangay treasurer have no absences.

² Omnibus Rules on Leave, p. 12.