



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at its Best,
Mamamayan Muna

MC. No. 13, s. 2004

MEMORANDUM CIRCULAR

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

SUBJECT : Clarification on Maternity Leave Policies

Pursuant to CSC Resolution 040740 dated July 6, 2004, Section 11 of Rule XVI (Leave) of the Omnibus Civil Service Rules Implementing Book V of the Administrative Code of 1987, as amended by CSC MC No. 41, s. 1998, CSC MC No. 14, s. 1999 and CSC MC No. 22, s. 2002, reads in its entirety, as follows:

"Sec. 11. Conditions for the grant of maternity leave. – Every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty (60) calendar days with full pay.

IN THE CASE OF THOSE IN THE TEACHING PROFESSION, MATERNITY BENEFITS CAN BE AVAILED OF EVEN IF THE PERIOD OF DELIVERY OCCURS DURING THE LONG VACATION, IN WHICH CASE, BOTH THE MATERNITY BENEFITS AND THE PROPORTIONAL VACATION PAY SHALL BE RECEIVED BY THE TEACHER CONCERNED.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60-days maternity leave with half pay.

*It is understood that enjoyment of maternity leave cannot be deferred but IT should be **AVAILED OF EITHER BEFORE OR AFTER** the actual period of delivery in a continuous and uninterrupted manner, not exceeding 60 calendar days."*

This Circular takes effect immediately.


KARINA CONSTANTINO-DAVID
Chairman

09 July 2004

NLA/FMA/jane/bj13:mc-maternity-calrification



Re: Maternity Leave Benefits
 Clarification on CSC MC 22, s. 2002

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RESOLUTION NO. 040740

WHEREAS, the Commission, in MC 41, s. 1998, has adopted some amendments to Rule XVI (Leave) of the Omnibus Civil Service Rules Implementing Book V of the Administrative Code of 1987;

WHEREAS, the Commission has subsequently issued MC 14, s. 1999 which provides additional guidelines and amendments to MC 41, s.1998;

WHEREAS, the Commission, realizing the need to update provisions on maternity leave to harmonize them with the provisions of the Solo Parents Welfare Act of 2000 (Republic Act 8972), and CSC Resolution No. 021420 dated October 23, 2002 has issued CSC MC 22, s. 2002 ;

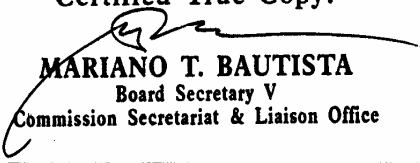
WHEREAS, except for changing "married women" to "every woman", all portions of MC 22, s. 2002 were lifted from MC 41,s. 1998 but it inadvertently omitted the essential and additional amendments provided by MC 14, s. 1999 relative to maternity leave for teachers and the conditions for their availment;

WHEREFORE, premises considered, the Commission hereby clarifies that the provision on maternity leave for teachers is integral to the rules and that Section 11 of Rule XVI (Leave) of the Omnibus Civil Service Rules Implementing Book V of the Administrative Code of 1987, as amended by CSC MC No. 41, s. 1998, CSC MC No. 14, s. 1999 and CSC MC No. 22, s. 2002, reads in its entirety, as follows:

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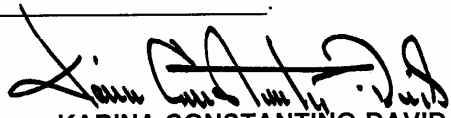

MARIANO T. BAUTISTA
 Board Secretary V
 Commission Secretariat & Liaison Office

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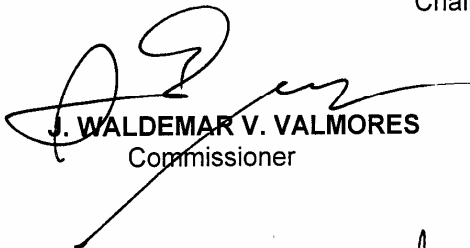
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Quezon City, JUL 06 2004



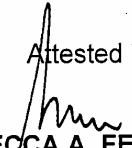
KARINA CONSTANTINO-DAVID
Chairman



J. WALDEMAR V. VALMORES
Commissioner

VACANT
Commissioner


Attested by:



REBECCA A. FERNANDEZ
Director IV
Commission Secretariat and Liaison Office

NLA/FMA/jane/bj13:2clarification-mc22

Certified True Copy:



MARIANO T. BAUTISTA
Board Secretary V
Commission Secretariat & Liaison Office