BATAS.ORG · PHILIPPINE LAW LIBRARY

NATIONAL ADMINISTRATIVE REGISTER · JULY 11, 1991

CLARIFICATORY CIRCULAR/ADDENDUM TO CSC POLICY ON LEAVE OF ABSENCE WITHOUT PAY ON A DAY IMMEDIATELY PRECEDING OR SUCCEEDING SATURDAY, SUNDAY OR HOLIDAYS

CSC MEMORANDUM CIRCULAR NO. 16-A, July 11, 1991

Read online (full-text search, related cases, audio case brief): https://batas.org/library/d95a2e9c84f0/

The Civil Service Commission under MC No. 16, s. 1991 issued a policy that when an employee, regardless of whether he has leave credits or not, is absent on a day immediately preceding or succeeding a Saturday, Sunday or Holiday, he shall NOT be considered absent on said days. However, several queries were received by the Commission seeking clarification on whether or not said policy is likewise applicable to continuous absences incurred by an employee.

In this connection, it shall be understood that MC No. 16, s. 1991 shall be applicable only to intermittent or broken absences incurred by an employee but not to continuous or uninterrupted absences without pay for a longer period of time.

This Circular shall be treated as an addendum to MC. No. 16, s. 1991.

Please be guided accordingly.

Adopted: 11 July 1991

(SGD.) PATRICIA A. STO. TOMAS
Chairman

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.