

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

11 December 2013

MEMORANDUM

T O : ALL BSP EMPLOYEES


SUBJECT : 2013 ANNUAL FORCED LEAVE

Pursuant to Civil Service Rules on Forced Leave, all officials and employees with ten (10) days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for five (5) working days annually and those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not.


In view of the above, BSP employees may now file their applications for the annual forced leave in time for the Christmas season based on the above rules. The applications for forced leave should be submitted to the Administration Division-HRDO not later than five (5) days before the effective date of leave.

Attached is the list of employees with their respective accumulated vacation leave credits for 2013 for your guidance.

For your information, guidance and compliance.



WENDEL E. AVISADO
SVP and Acting Secretary General



cc: President
Secretary General
Director, Administration
Director, Finance
Director, EED
Director, FOD
Resident Auditor (COA)
Internal Auditor
Regional Scout Directors
Central Records
All Others Concerned
File

Encl: as stated