

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

24 October 2014

MEMORANDUM

TO : ALL BSP EMPLOYEES

SUBJECT : 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 annual forced leave in time for the Christmas season based on the above rules. The application for forced leave should be submitted to the Administration Division-HRM Office not later than five (5) days before the effective date of leave.

The following is a list of holidays for December 2014, by virtue of Proclamation No. 655, series 2013 to guide you in filing your forced leave:

December 24, 2014, Wednesday – Additional special non-working day (Special non-working day)
December 25, 2014, Thursday - Christmas Day (Regular Holiday)
December 26, 2014, Friday - Additional special non-working day (Special non-working day)
December 30, 2014, Tuesday - Rizal Day (Regular Holiday)
December 31, 2014, Wednesday - Last day of the year (Special non-working day)

The first day of work for 2015 is January 5, 2015 (Monday) as January 2, 2015 (Friday) has been declared as Special non-working day.

For the continuous operations of the National Office, the Division Directors are hereby instructed to ensure that the forced leaves are scheduled in such a way that a skeletal force is left to man their respective offices.

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)
Regional Directors