



University of the Philippines  
OFFICE OF THE PRESIDENT

8 June 2022

MEMORANDUM NO. PDLC 22-13

TO : CHANCELLORS

ATTENTION : Vice Chancellors for Academic Affairs  
Vice Chancellors for Administration  
HRDO Directors/Heads  
Accounting Office Directors/Heads  
Budget Office Directors/Heads

SUBJECT : **CONSOLIDATED GUIDELINES ON THE GRANT  
OF FACULTY CUMULATIVE LEAVE BENEFIT TO  
MEMBERS OF THE FACULTY**

---

The Board of Regents (BOR), at its 1363<sup>rd</sup> Meeting on 26 August 2021, approved the proposal on the improved equity in benefits for faculty, administrative staff, faculty administrators, and REPS, which includes the renaming of Faculty Cumulative Sick Leave Benefit (FCSLB) to Faculty Cumulative Leave Benefit (FCLB).

Accordingly, the updated implementing guidelines<sup>1</sup> on the grant of the FCLB (formerly FCSLB) are as follows:

### 1. COVERAGE

1.1 Subject to the conditions stated in these Guidelines, all regular, full-time faculty members who retired from service starting 26 August 2021, including those on extended service, are entitled to 15 days cumulative leave benefit per year of service from the date of original appointment, on top of the 15 days non-cumulative and non-commutative sick leave per year. The FCLB is commutable only upon a) compulsory retirement (at age 65 or death), or b) optional retirement due to serious/severe illness as defined by PhilHealth (Annex A).

1.2 The number of years for which a regular faculty member has been a substitute and/or on contractual/ casual status prior to becoming permanent regular full-time faculty, and also the period of extended service beyond 65 years of age (*1255<sup>th</sup> BOR meeting held on 27 May 2010*) shall be counted towards this leave benefit.

1.3 Faculty members on sabbatical are entitled to this benefit.

---

<sup>1</sup> The implementing guidelines for the FCSLB were issued through Memorandum No. PERR-07-20 on 30 October 2007. In 2010, FCSLB provisions were updated, following BOR approval on the increase in the number of FCSLB from 10 to 15 days.

1.4 Faculty members who suffer from serious/severe illness as defined by PhilHealth (specified in Annex A) may avail of sick leave with pay charged to this benefit (*1226th BOR Meeting held on 25 Oct 2007*) after exhaustion of the 15-day non-cumulative sick leave benefits and may be allowed to monetize a portion thereof (maximum of 15 days per year at current salary rate), subject to availability of funds (*1255th BOR Meeting held on 27 May 2010*) and earned credits.

1.5 For faculty members who were re-employed by the University, the total number of years of service shall include only the years of service rendered during their re-employment at the University.

## 2. EXCLUSIONS

2.1 Regular Part-time and Non-regular faculty members are not entitled to this benefit.

2.2 Faculty members who are on study leave without pay OR on vacation leave without pay are not entitled to this benefit for the said period.

2.3 Faculty members who are on secondment with other government and non-government agencies/institutions are not entitled to this benefit during the period of secondment.

2.4 Faculty members who are on additional assignment as administrators. However, they are entitled to the Expanded Service Recognition Pay effective 26 August 2021 (*1363rd BOR Meeting held on 26 August 2021*) for the duration of their additional assignment as administrators.

## 3. COMPUTATION OF MONEY VALUE UPON RETIREMENT

3.1 The following formula shall be used to compute the money value of the faculty cumulative leave benefit of regular, full-time faculty members:

**Money value** = *Highest Monthly Salary (SAL) x Constant Factor (f) x 15 days x aggregate years of service as full time regular faculty member (1270th BOR Meeting held on 25 August 2011)*

where Constant Factor (f) is derived from the CSC Omnibus Rules on Leave as amended:

Note : The salary at actual retirement of faculty member whose appointment was extended beyond age 65 based will be used effective 2010 (*1266th BOR Meeting held on 27 January 2011*)

Sample computations are shown in Appendix 1 which forms part of this memorandum.

3.2 In no instance shall the 15 days cumulative leave benefit be included in the computation of available leave credits for the annual monetization of leave credits of faculty members.

3.3 Faculty members who were re-employed by the University, the total number of years of service shall include only the years of service rendered during their re-employment at the University.

3.4 Heads of the Human Resource Development Office shall ensure accuracy of data and computation.

## 4. FUNDING SOURCE

The Constituent Universities (CUs) and System Administration shall provide funding from their respective savings under the Revolving Fund or Reprogrammed Fund and/or any unexpended

balances from where the employee draws his/her salary except from the General Fund (based on the provision of the General Appropriation Act<sup>2</sup> ) and subject to availability of funds.

## **5. APPLICATION FOR FCLB**

Heads of units shall coordinate with their respective HRDOs to ensure that the required application for FCLB shall be duly approved by the appropriate authority.

The HRDOs shall prepare the necessary documents for the processing of the FCLB and ensure the accuracy of data and computation of the benefit.

## **6. PROCESSING OF PAYMENT**

Upon receipt of the approved documentary requirements, the CU/UPSA HRDO shall process the payment of FCLB and prepare the Disbursement Voucher (DV).

## **7. OTHER PROVISIONS:**

Regular, full time faculty members with serious/severe illness, who have accumulated commutable leave credits earned as faculty administrator or researcher/community worker will be granted sick leave with pay charged to FCLB before using the earned monetizable leave credits (*1226th BOR Meeting 25 October 2007*)

## **8. INCLUSION OF YEARS OF SERVICE AS REPS/ADMINISTRATIVE STAFF PRECEDING AND/OR SUCCEEDING FACULTY APPOINTMENT**

The years of service rendered by faculty members as REPS/Administrative Staff preceding and/or succeeding their faculty appointment will be computed as eSRP based on the highest salary received as REPS/Admin (*1363rd BOR Meeting held on 26 August 2021*).

## **9. DUE DILIGENCE**

The Chancellors and other University officials with authority over the release of the Faculty Cumulative Leave Benefit (FCLB) shall exercise due diligence in the implementation of these Guidelines. Responsible officers shall be held liable for any payment not in accordance with these Guidelines, without prejudice to refund by the employees concerned of any excess or unauthorized payments.

Any queries on these Guidelines shall be directed first to the Office of the Chancellor (for CUs); and the Office of the Vice President for Academic Affairs (for UPSA) for proper endorsement to the System level through OVPA, if necessary.

  
**DANILO L. CONCEPCION**  
President

---

<sup>2</sup> i.e. GAA 2021 General Provisions Section 44

## **Annex A List of Serious/Severe Illness as defined by PhilHealth**

When a faculty member opts to retire because of any one condition listed below, the faculty member is entitled to commute earned sick leave credits under this benefit.

### **1.1 Catastrophic cases**

- 1.1.1 Cancer cases requiring surgery and/or chemotherapy/radiotherapy
- 1.1.2 Meningitis, encephalitis
- 1.1.3 Cirrhosis of the liver
- 1.1.4 Myocardial infarction
- 1.1.5 Cardiovascular attack
- 1.1.6 Rheumatic heart disease, grade III
- 1.1.7 Renal conditions requiring dialysis or transplant
- 1.1.8 Massive hemorrhage
- 1.1.9 Major surgical cases with Philhealth RUV of 20 and above, like coronary by-pass & neurosurgery

### **1.2 All confinements in the intensive care unit (ICU) other than those classified as catastrophic, like**

- 1.2.1 Cancer
- 1.2.2 Pneumonia
- 1.2.3 Moderately and far advanced pulmonary tuberculosis including complications
- 1.2.4 Cardiovascular attack
- 1.2.5 Diseases of the heart
- 1.2.6 Chronic obstructive pulmonary disease (COPD)
- 1.2.7 Liver disease
- 1.2.8 Typhoid fever
- 1.2.9 H fever
- 1.2.10 Kidney disease
- 1.2.11 Septicemia
- 1.2.12 Diarrhea with severe dehydration
- 1.2.13 Severe injuries
- 1.2.14 Major surgeries needing intensive care (RUV between 8-19.9)

**SAMPLE COMPUTATIONS OF THE MONEY VALUE UPON RETIREMENT:**

**EXAMPLE 1: Full time Faculty member**

A regular full time faculty member with a rank of Assistant Professor 7 (21-5) with a service of 30 years will be retiring in 2022. The money value of the faculty cumulative leave benefits will be:

$$\text{Money value} = \text{SAL} \times \text{CF} \times 15 \times \text{YRS}$$

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s. 1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= \text{P}66,316 \times 0.0481927 \times 15 \times 30 \\ &= \text{P}1,438,176.19 \end{aligned}$$

**EXAMPLE 2: Faculty Member with Administrative position**

A full time regular faculty member who is retiring in June 2022 as Assistant Professor 7 (21-5), rendered 20 years as regular faculty and 10 years as faculty administrator.

1. **FCLB Money Value = SAL x CF x 15 x YRS**

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s. 1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= \text{P}66,316 \times 0.0481927 \times 15 \times 20 \\ &= \text{P}958,784.13 \end{aligned}$$

**plus (+)**

2. **eSRP Money Value = SAL x CF x 15 x YRS**

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s. 1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= P66,316 \times 0.0481927 \times 15 \times 10 \\ &= P 479,392.06 \end{aligned}$$

**TOTAL MONEY VALUE = P 1,438,176.19**

**EXAMPLE 3: Faculty Member with Administrative position and previously appointed as REPS**

A full time regular faculty member who is retiring in June 2022 as Assistant Professor 7 (21-5), rendered 30 years of full-time service; 10 years as regular faculty, 10 years as faculty administrator and 10 years as REPS.

1. **FCLB Money value = SAL x CF x 15 x YRS**

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s. 1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= P66,316 \times 0.0481927 \times 15 \times 10 \\ &= P 479,392.06 \end{aligned}$$

**plus (+)**

2. **eSRP Money value = SAL x CF x 15 x YRS**

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s.

1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= P66,316 \times 0.0481927 \times 15 \times 10 \\ &= P 479,392.06 \end{aligned}$$

**plus (+)**

3. **eSRP (as UR I (16-8) (2002 rate)) Money value = SAL x CF x 15 x YRS**

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s.

1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= P16,758 \times 0.0481927 \times 15 \times 10 \\ &= P 121,141.99 \end{aligned}$$

**TOTAL MONEY VALUE = P 1,079,926.11**

**Example 4. Faculty Member with Admin position and getting the salary of the admin position and with REPS position.**

A full time regular faculty member who is retiring in June 2022 as Assistant Professor 7 (21-5), rendered 30 years of full-time service; 10 years as regular faculty, 10 years as faculty administrator (Vice Chancellor 28-1) and 10 years as REPS.

1. **FCLB Money value = SAL x CF x 15 x YRS**

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s.  
1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= \text{P}66,316 \times 0.0481927 \times 15 \times 10 \\ &= \text{P } 479,392.06 \end{aligned}$$

**plus (+)**

2. **eSRP Money value = SAL x CF x 15 x YRS**

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s.  
1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= \text{P}145,427 \times 0.0481927 \times 15 \times 10 \\ &= \text{P } 1,051,277.97 \end{aligned}$$

**plus (+)**

3. **eSRP (as UR I (16-8) (2002 rate)) Money value = SAL x CF x 15 x YRS**

Where SAL - the highest monthly salary at the time of retirement

CF - constant factor of the terminal leave computation (Section 38 MC 41 s.  
1998 as amended) as set by CSC and DBM (currently at 0.0481927))

YRS - Number of years of service to UP

$$\begin{aligned} \text{Money Value} &= \text{P}16,758 \times 0.0481927 \times 15 \times 10 \\ &= \text{P } 121,141.99 \end{aligned}$$

**TOTAL MONEY VALUE = P 1,651,812.02**