



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
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Ref. No. 2023-10- 80  
October 2, 2023

## MEMORANDUM FROM THE DIRECTOR

**TO : ALL DA-BAR PERMANENT EMPLOYEES**

**SUBJECT : QUARTERLY ISSUANCE OF CERTIFICATION OF ACCUMULATED LEAVE CREDITS**

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To ensure proper monitoring of the accuracy of employees' recorded leave benefits and credits, all permanent employees shall be provided with their individual certified accumulated leave credits on a quarterly basis.

With this, all permanent employees are advised to ensure the correctness of their respective certified accumulated leave credits and inform the Human Resources Management Section (HRMS) of discrepancies, should there be any. All requests for reconciliation of leave credits data shall be accompanied by supporting documents to substantiate figures in question.

All permanent employees are also strongly encouraged to keep a copy of their certifications, for their personal documentation and future reference. Further, the HRMS would like to reiterate that these documents contain sensitive information, thus should be kept confidential in compliance with Republic Act 10173<sup>1</sup>.

Should you have any questions, clarifications, or need any assistance regarding your individual leave cards or leave credits management in general, you may contact the HRMS through local **3128** or email address **personnel@bar.gov.ph**.

For the information and guidance of all concerned.

  
**JUNEL B. SORIANO, PhD**

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<sup>1</sup>Data Privacy Act (DPA) of 2012