

KMSP



BAGONG PILIPINAS



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Alatinkita ang Pagkainan

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Ref. No. 2023-08- 112
August 11, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR PERMANENT EMPLOYEES

SUBJECT : QUARTERLY ISSUANCE OF CERTIFICATION OF ACCUMULATED LEAVE CREDITS

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.

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

All permanent employees are reminded and strongly encouraged to secure a copy of this certification, for their personal documentation. Further, the HRMS would like to reiterate that these documents contain sensitive information, thus should be kept confidential in compliance with Republic Act 10173¹.

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**.

This Memorandum shall take effect immediately and shall remain in force unless revoked in writing.


JUNEL B. SORIANO, PhD

¹ Data Privacy Act (DPA) of 2012