



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OCA CIRCULAR NO. 128-2003

**TO: ALL LOWER COURT PERSONNEL**

**SUBJECT: EFFECT OF VACATION LEAVE WITHOUT PAY IN THE RUNNING OF THE PERIOD OF SERVICE OBLIGATION UNDER THE CONTRACT OF UNDERTAKING OF THE GRANTEES OF EDUCATIONAL SUPPORT PROGRAM FOR THE LOWER COURTS (ESP-LC)**

It has been observed that some beneficiaries of study leave programs (Human Resource Development Programs and Educational Support Program for the Lower Courts) particularly the unsuccessful Bar examinees subsequently apply for vacation leave without pay to review for the Bar examinations during the period of their service obligation.

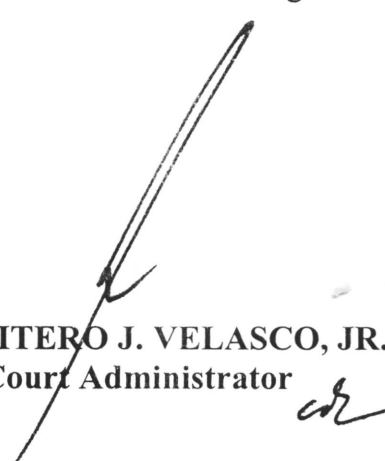
To ensure that study leave grantees serve in full the period of service obligation under their Contract of Undertaking, the Personnel Development Committee (PDC), in its Resolution No. 18-2003 dated 10 July 2003, resolved to recommend to the Chief Justice that the period of vacation leave without pay granted to beneficiaries of the study leave program during the period of their service obligation shall suspend the running of the period of their service obligation and shall not be considered as part of the service rendered under the Contract of Undertaking.

The Chief Justice approved the subject resolution on 16 July 2003 and made the policy laid down therein applicable to all Human Resource Development Program grantees of the Supreme Court. The policy was likewise adopted by the Educational Support Program Committee for the Lower Courts (ESPC-LC), which was mandated by the Court to strictly comply with relevant PDC guidelines under Sec. 11 of Administrative Matter No. 01-4-10-SC (Policies and Guidelines in Human Resource Development Programs).

In view thereof, the period of vacation leave without pay granted to beneficiaries of the ESP-LC during the period of their service obligation shall suspend the running of the period of their service obligation and shall not be considered as part of the service rendered under the Contract of Undertaking.

For your information and guidance.

11 September 2003.

  
PRESBITERO J. VELASCO, JR.  
Court Administrator