



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 840
 Series of 2023

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

BY: Hajinir
 DATE: NOV 03 2023
 TIME: 8:40 Am
 Ctrl. No. 2023-11-008

TO : **ALL DIRECTOR GENERALS**
ALL SCHOOLS DIVISION SUPERINTENDENTS

SCHOOL ADMINISTRATORS/SUPERINTENDENTS/PRINCIPALS
 (Higher Education Institutions)

LUCY P. BABAYLO, In-Charge, Service Card

ALL OTHERS CONCERNED

FROM : **MOHAGHER M. IQBAL**
 Minister

SUBJECT : **SUBMISSION OF EARNED LEAVE CREDITS AS OF OCTOBER 31, 2023**

DATE : **October 27, 2023**

1. This pertains to the earned leave credits of all employees who are holding non-teaching and/or designated with non-teaching positions in the Ministry of Basic, Higher and Technical Education. Both new and absorbed employees are required to ensure that their leave balances are updated in the records of the personnel in charge of the office.
2. The Intergovernmental Fiscal Policy Board (IFPB) has convened in the past to address the concerns on the payment of Terminal Leave Benefits (TLB) and Monetization of Leave Credits (MLC). Part of the discussed topic during the meeting was the establishment of a Technical Working Group (TWG) that shall perform a very urgent task.
3. In this connection, the Ministry of Finance, Budget and Management hereby directs the submission of Personnel Data for Leave Credits as of OCTOBER 31, 2023 for all eligible hired employees prior to and during their employment in BARMM.
4. For your guidance, please see the attached format that needs to be filled up. **The deadline for submission shall be on or before November 10, 2023.**
5. Failure to submit the said report shall be construed as no earned leave credits for those employees in the particular office.
6. For immediate dissemination and strict compliance.

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 Date: NOV 03 2023
 Time: 8:45 AM
 Control No. 2023-11-008

By Authority of the Minister
MOHAGHER M. IQBAL:


HARON S. MELING, JR., Sh.C.
 Deputy Minister



