ORDINANCE NO. 16-016

AN ORDINANCE ESTABLISHING THE POLICY ON THE RELEASE OF THE TERMINAL LEAVE PAY (TLP) OF THE CITY EMPLOYEES OF THE CITY GOVERNMENT OF MUNTINLUPA.

Sponsored by:
Hon. Coun. Stephanie G. Teves
Hon. Coun. Bal Nieves
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Ringo A. Teves
Hon. Coun. Louisito A. Arciaga
Hon. Coun. Alexander Diaz
Hon. Coun. Ivey Rhia Arciaga-Tadefa
Hon. Coun. Christine May A. Abas
Hon. Coun. Marissa Cole-Rongavilla
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Lucio B. Constantino
Hon. Coun. Rafael T. Sevilla
Hon. Coun. Victor L. Ulanday
Hon. Coun. Grace B. Gonzaga
Hon. Coun. Walter A. Arcilla – ABC

WHEREAS, regulation Civil Service Commission (CSC) “grants local government employees leave credits which when accumulated and unused may be commuted to its monetary equivalent”;

WHEREAS, the City of Muntinlupa has allocated in the Annual Budget the payment of terminal leave claims;

WHEREAS, due to the numerous applicants for Terminal Leave Pay, the Local Finance Committee recommended the institutionalization of the policy of First in First Out basis;

ORDAIN, AS IT IS HEREBY ORDAINED, by 8th Sangguniang Panlungsod of Muntinlupa, in Session assembled that:

SECTION 1. Title – This ordinance shall be known as The Policy on the release of the Terminal Leave Pay (TLP) of the City Employees of the City Government of Muntinlupa.

SECTION 2. Coverage – This ordinance shall cover the separated and retired employees and former employees.
SECTION 3. Implementing Agency – The Executive Office through the Human Resource Management and Development Office shall inform/notify the prospective claimants of the complete requirements for the preparation of the claims. Upon receipt of complete documents, the Human Resource Management and Development Office (HRMDO) shall facilitate the preparation of disbursement voucher for routing to the necessary offices and the release of the payment.

SECTION 4. Exemptions - The First In First Out (FIFO) policy shall not apply in the following cases:

a) In cases of emergency and for medical purposes;
b) Death of claimant;
c) Migration of claimant;
d) Claimant is senior citizen;
e) Claimant is an elected local government official;

SECTION 5. Effectivity – This ordinance shall take effect upon its approval.

ENACTED, by the 8th Sangguniang Panlungsod of Muntinlupa, this 10th day of October 2016, on its 13th Regular Session.

CONCURRED:

DISTRICT I:

COUN. ATTY. PATRICIO L. BONCAYAO, JR.
Member

COUN. STEPHANIE G. TEVES
Member

COUN. RINGO A. TEVES
Member

COUN. ALEXANDER B. DIAZ
Member

COUN. LOUISITO A. ARCIAGA
Member

COUN. IVEE RHIA A. TADEFA
Member

CONCURRED:

People Center Bldg., City Hall of Muntinlupa
National Road, Putatan, Muntinlupa City, Philippines
Website: www.muntinlapacity.gov.ph

Telefax No.: 861-0181
Ordinance No. 16-016

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

ATTENDED:

CECILIA C. LAZARTE
Secretary

APPROVED:

ATTY. JAIMER F. FRESNEDI
City Mayor

Date: Oct 26, 2016

Norie/8th SP