



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Sangguniang Panlungsod

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. Atty. Patricio L. Boncayao, Jr.*
 - Hon. Coun. Stephanie G. Teves*
 - Hon. Coun. Bal Niefes*
 - 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. Ma. Dhesiree G. Arevalo*
 - 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.



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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. BAL NIEFES
 Member

COUN. STEPHANIE G. TEVES
 Member

COUN. ALLAN REY A. CAMILON
 Member

COUN. RINGO A. TEVES
 Member

COUN. LOUISITO A. ARCIAGA
 Member

COUN. ALEXANDER B. DIAZ
 Member

COUN. IVEE RHIA A. YADEFA
 Member



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DISTRICT #7

[Signature]
COUN. MA. DHESHREE G. AREVALO
Member

[Signature]
COUN. CHRISTINE MAY A. ABAS
Member

[Signature]
COUN. MARISSA C. RONGAVILLA
Member

[Signature]
COUN. MARK LESTER M. BAES
Member

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COUN. LUCIO B. CONSTANTINO
Member

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COUN. RAFAEL T. SEVILLA
Member

[Signature]
COUN. GRACE B. GONZAGA
Member

[Signature]
COUN. VICTOR L. ULANDAY
Member

[Signature]
COUN. WALTER A. ARCILLA
Sectoral Representative
President
Association of Barangay Captains

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

[Signature]
CECILIA C. LAZARTE
Secretary

ATTESTED:

[Signature]
CELSO C. DIOKO
City Vice-Mayor/Presiding Officer

APPROVED:

[Signature]
ATTY. JAIME R. FRESNEDI
City Mayor

Date: OCT 26 2016

[Signature]
Norie/8th SP