



ADVISORY

- FOR** : HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES
- SUBJECT** : *Call for Government Officials and Employees and their Families to Take the COVID-19 Vaccine (Primary Series and Booster Shots) this Holiday Season*

The Department of Health (DOH) launched a series of *Bayanihan, Bakunahan* National COVID-19 Vaccination days by championing the *Bayanihan Spirit* among the Filipino people and mobilization of all stakeholders, people, and logistics to facilitate the vaccination of unvaccinated individuals.

As part of its continuous campaign, the DOH will continue the vaccination drive to increase booster coverage for the eligible population, primary series among senior citizens, and 5 to 11 years old for the month of December to maintain the wall of immunity as we usher in the holiday season.

In its continued support of the vaccination efforts of the DOH and that of the whole government, the Civil Service Commission (CSC) highly encourages all government officials, employees, and their families, especially the **eligible population for booster**, and **senior citizens** and **children ages 5 to 11 years old** who have yet to complete their COVID-19 vaccine **primary series**, to get vaccinated or boosted this holiday season.

Further, the CSC has promulgated the following policy issuances allowing the use of appropriate leave benefits for the administration of COVID-19 vaccines:

1. Government officials and employees, who will be receiving their COVID-19 vaccine on a workday, may avail of the excused absence under **Items 4.3 and 4.4** of **CSC Memorandum Circular (MC) No. 16, s. 2021**¹ which provides:

“4.3 Absence from work during the day of inoculation of the first and second dose of COVID-19 vaccine, including future booster shots, whenever applicable, shall be considered as an excused absence.”

¹ Interim Guidelines on Absences of Government Officials and Employees Due to COVID-19 Vaccination and/or Adverse Events Following Immunization of COVID-19 Vaccine.

Bawat Kawani, Lingkod Bayani

Government officials and employees availing the one (1)-day excused absence during the inoculation of the COVID-19 vaccine shall submit a proof of vaccination schedule, e.g. vaccination card, along with the application for leave of absence, five (5) days prior to the scheduled vaccination date, if applicable, to their respective head of office/department/unit for approval.

4.4. Absence from work due to the required treatment/recuperation period from AEFI² of the first and second dose of the COVID-19 vaccine, including future booster shots, whenever applicable, shall be considered as an excused absence.

The following table shows the allowable period of excused absence based on the following classification of AEFI and the documentary requirements upon return to work:

Classification of AEFI	Allowable Period of Excused Absences	Required Documents Upon Return to Work
1. Serious AEFIs: a. Hospitalization (Severe reaction with unusual symptoms such as, but not limited to difficulty breathing, wheezing, swelling of the face, and tightening of the throat which requires hospitalization) or prolonging of existing hospitalization; b. Persistent or significant disability or incapacity; c. Life-threatening; or Medically important event or reaction	Treatment and recuperation for a maximum period of fifteen (15) calendar days.	Submit to the agency's HR Office/Unit the following: 1. Application for Leave of absence 2. Copy of the Immunization/ Vaccination Card, with indicated information on the local vaccination operations center or vaccination site 3. Medical Certificate and/or clinical abstract indicating the diagnosis, management done and number of days of recuperation needed, signed by the attending physician, either in original copy or electronic copy, with indicated contact information

² Adverse Events Following Immunization.

Classification of AEFI	Allowable Period of Excused Absences	Required Documents Upon Return to Work
<p>2. Non-serious or minor AEFIs such as, but not limited to:</p> <ul style="list-style-type: none"> • tenderness, pain, warmth, redness, itching, or swelling on the arm where you got the injection • generally feeling unwell • feeling tired (fatigue) • chills or feeling feverish • headache • joint pain or muscle aches 	<p>Treatment and recuperation for a maximum period of three (3) calendar days.</p>	<p>Submit to the agency's HR Office/Unit the following:</p> <ol style="list-style-type: none"> 1. Application for Leave of absence 2. Copy of the Immunization/ Vaccination Card, with indicated information on the local vaccination operations center or vaccination site 3. Medical Certificate signed by an attending physician at the vaccination center or medical facility where the official or employee underwent observation due to AEFI."

2. Government officials and employees, who will be accompanying their children, parents, and unmarried siblings³ to COVID-19 vaccination on a workday, may avail of the special leave privileges under **Section 21, Rule XVI of the Omnibus Rules on Leave**, as amended⁴ which provides:

“Sec. 21. Special leave privileges. – In addition to the vacation, sick, maternity, and paternity leave, officials and employees with or without existing Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

[...]

“b) Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion; **medical needs**, among others, **where a child of the government employee is involved.**

“c) Filial obligations to cover the employee’s moral obligation towards his/her **parents** and **siblings** for their **medical** and social **needs**.

[...]



³ Unmarried brothers and sisters pursuant to the definition of “immediate family” under p. (4), Rule I of the Omnibus Rules on Leave.

⁴ Section 21 was amended in CSC Resolution No. 99-0595 circularized through CSC MC No. 6, s. 1999.

“2. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.”

The said leave benefits are over and above the usual vacation and sick leave benefits earned and enjoyed by government officials and employees.

For information and guidance.

A handwritten signature in black ink, appearing to read 'K. Nograles', written in a cursive style.

ATTY. KARLO A. B. NOGRALES
Chairperson