



MC No. 16, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS;
GOVERNMENT-OWNED AND/OR CONTROLLED
CORPORATIONS; AND STATE COLLEGES AND
UNIVERSITIES

SUBJECT : Supplemental Guidelines in the Grant of Special
Emergency Leave

Pursuant to CSC Resolution No. 1201642 promulgated on October 4, 2012, the Commission has resolved to adopt the following supplemental guidelines in the grant of special emergency leave to government employees affected by natural calamities/disasters as provided in CSC MC No. 2, s. 2012:

1. The special emergency leave shall be granted to employees directly affected by all natural calamities/disasters that occurred after typhoon "Ondoy".
2. The grant of the special emergency leave shall be based on the declaration of state of calamity by the President of the Philippines or by the Local Sanggunian pursuant to Section 16 of RA No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010).

However, in case a specific area was not declared under state of calamity but was nonetheless severely affected by the national calamity/disaster, the head of agency in the exercise of his/her sound discretion, may grant the special emergency leave to affected employees based on proof or evidence presented or news account.

3. The special emergency leave shall be for a maximum of five (5) days in a year. The said leave is non-commutative and non-cumulative.

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4. The special leave may be availed of within thirty (30) days from the actual occurrence of the natural calamity/disaster.
5. The head of agency/office shall take full responsibility in the grant of the special emergency leave. As such, he/she shall set parameters in granting said leave which may include, among others, the verification of the situation and extent of damage caused by the calamity to the affected employees.

Extension of the allowed maximum 5 days for special emergency leave shall be subject to the sound discretion of the head of the agency and the agency's internal policy on the matter.

6. Every agency is enjoined to come up with a long-term plan to address the conditions of its employees affected by natural calamity/disaster. The said plan may include provisions for extending immediate relief or other forms of assistance to employees and assisting them in relocating residence, if possible.

Government agencies are enjoined to issue internal guidelines pursuant to CSC MC No. 2, s. 2012 and the herein supplemental guidelines.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

OCT 17 2012



**Supplemental Guidelines in the
Grant of Special Emergency Leave to
Government Employees Affected by
Natural Calamities/Disasters**

Number : 1201642
Promulgated: 04 OCT 2012

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RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service;

WHEREAS, it is a declared policy of the State to uphold the people's constitutional rights to life, health, safety and property and to promote the general welfare of its people at all times, especially during disasters and calamities;

WHEREAS, as the constitutionally-mandated central personnel agency of the government, the Civil Service Commission is authorized under Section 12 (3), Chapter 3, Title I-A, Book V of Executive Order No. 292 (Administrative Code of 1987), to promulgate policies, standards and guidelines to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 60, Chapter 6, Title I-A, Book V of Executive Order No. 292 (Administrative Code of 1987) provides that officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations of the Commission in the interest of the service;

WHEREAS, the Commission in CSC MC Nos. 29 and 29-A, s. 2009 issued guidelines on the assistance that may be extended by agencies to government employees affected by typhoon "Ondoy";

WHEREAS, in the light of the natural calamities experienced by the country as a result of climate change and global warming, the Commission, in CSC MC No. 2, s. 2012, issued guidelines in the grant of special emergency leave to government employees affected by natural calamities/disasters;

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WHEREAS, the Commission has received numerous queries on the grant of the special emergency leave to government employees affected by natural calamities/disasters, such as whether CSC MC No. 2, s. 2012 applies to all natural calamities that occurred after typhoon "Ondoy", among others;

WHEREFORE, in response for request for clarification on the grant of special emergency leave as provided in CSC MC No. 2, s. 2012, the Commission **RESOLVES** to adopt the following supplemental guidelines:

1. The special emergency leave shall be granted to employees directly affected by all natural calamities/disasters that occurred after typhoon "Ondoy".
2. The grant of the special emergency leave shall be based on the declaration of state of calamity by the President of the Philippines or by the Local Sanggunian pursuant to Section 16 of RA No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010).

However, in case a specific area was not declared under state of calamity but was nonetheless severely affected by the national calamity/disaster, the head of agency in the exercise of his/her sound discretion, may grant the special emergency leave to affected employees based on proof or evidence presented or news account.

3. The special emergency leave shall be for a maximum of five (5) days in a year. The said leave is non-commutative and non-cumulative.
4. The special leave may be availed of within thirty (30) days from the actual occurrence of the natural calamity/disaster.
5. The head of agency/office shall take full responsibility in the grant of the special emergency leave. As such, he/she shall set parameters in granting said leave which may include, among others, the verification of the situation and extent of damage caused by the calamity to the affected employees.



Extension of the allowed maximum 5 days for special emergency leave shall be subject to the sound discretion of the head of the agency and the agency's internal policy on the matter.

6. Every agency is enjoined to come up with a long-term plan to address the conditions of its employees affected by natural calamity/disaster. The said plan may include provisions for extending immediate relief or other forms of assistance to employees and assisting them in relocating residence, if possible.

RESOLVED FURTHER, that government agencies are enjoined to issue internal guidelines in the grant of special emergency leave pursuant to CSC MC No. 2, s. 2012 and the herein supplemental guidelines.

These guidelines shall take effect immediately.


Quezon City.


FRANCISCO T. DUQUE III
Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner


ROBERT S. MARTINEZ
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office