



M. C. No. 29, s. 2009

MEMORANDUM CIRCULAR

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

SUBJECT : Assistance to Victims of Typhoon "Ondoy"

In the wake of the devastation caused by Typhoon "Ondoy," all heads of offices are directed to marshal efforts and resources to help government employees in Region 3, Region 4A, National Capital Region, and other areas declared as calamity areas. Specifically, the following measures should be undertaken:

1. Ascertain the condition of their agencies' staff to determine the level of assistance that can be provided;
2. Make available appropriate financial assistance, such as loans and donations, as allowed by internal policies and government accounting/budgeting rules;
3. Grant special emergency leave of up to five days to personnel who need to do urgent major repair and/or clean-up at home. The special emergency leave will not be deducted from their leave credits. Additional days may be added to account for the time when they were awaiting rescue and/or could leave their home;
4. Undertake a campaign to collect clothes, food, cash and other donations for employees in need and other typhoon victims, and assign agency personnel to prepare relief goods, without adversely affecting normal agency services and operations;
5. Make available or offer agency facilities for temporary shelter, without compromising security and public service; and
6. Undertake such other measures as may be deemed appropriate for immediate relief/assistance.

Let us show that the *bayanihan* spirit is alive and well in each of us.


RICARDO L. SALUDO
Chairman

28 September 2009