



MC No. 05, s. 2020

## MEMORANDUM CIRCULAR

**TO :** ALL 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 :** Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (COVID-19)

Pursuant to CSC Resolution No. 2000362 promulgated on February 20, 2020, the Commission adopted the following Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment relative to the Corona Virus Disease-2019 (COVID-19) to avert the threat in all workplaces in the public sector and to ensure that government officials and employees are given the chance to undergo preventive or remedial health measures to ensure that they are in good health at all times.

### 1.0 Purpose

These guidelines provides for the procedure of availment of leave privileges for absences incurred in relation to self-quarantine and/or treatment of public sector officials and employees relative to the COVID-19 which has been declared by the World Health Organization as Public Health Emergency of International Concern (PHEIC).

Moreover, said guidelines seek to ensure that precautionary measures are employed in government agencies to avoid the spread of the said virus in the public sector workplace.

### 2.0 Scope and Coverage

These guidelines apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional,

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substitute, coterminous, casual, contractual or fixed term) including elective officials.

### 3.0 Guidelines

3.1 It is the responsibility of each government official/employee or any individual serving the public sector to ensure that he/she employs the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace.

One who feels sick with the COVID-19-like symptoms<sup>1</sup> or has been exposed to persons infected with COVID-19 must immediately inform his/her supervisor; voluntarily seek immediate medical attention and/or go on self-quarantine, as deemed necessary upon the advice and certification of a licensed government/private physician. This is in order to avert the possible spread of the infection in the workplace.

3.2 All officials and employees in the public sector who have history of travel from China and its Special Administrative Regions (Macau and Hongkong) including other countries as declared/identified by competent Philippine authority prior to and after the promulgation of these guidelines shall ensure that they shall have submitted themselves to “self-quarantine” in their homes or any appropriate health facility, as applicable for fourteen (14) calendar days upon arrival in the Philippines. They shall not report back to work unless the said self-quarantine period has elapsed and/or they have been treated, and cleared as being fit to go back to work by the proper health authorities.

3.3 Absence from work due to self-quarantine period and/or treatment of the COVID-19, as applicable, shall be treated, as follows:

<b>Categories</b>	<b>Nature of Absence from Work; Applicable Leave of Absence</b>	<b>Procedure Upon Return to Work</b>
1. Officials and employees who have history of travel (official/personal) from China and its Special Administrative Regions (Macau and Hongkong) including other countries as	Absence from work during the fourteen (14) calendar days prescribed period of observation, including those who were diagnosed with	<u>For those who have not exhibited symptoms of COVID-19:</u>  A Medical Certificate to be submitted to the agency’s HR unit issued by any government/ private physician that one has

<sup>1</sup> Signs and symptoms: (fever, coughing, shortness of breath or difficulty breathing, other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose).

<p>declared/identified by competent Philippine authority prior to and after the promulgation of these guidelines who are directed to go on self-quarantine and/or later on tested positive of COVID-19.</p> <p>2. Frontline service providers such as but not limited to Public Health Workers (PHWs), immigration officers, consular officers and other government officials and employees who are directed to go on self-quarantine and/or later tested positive of COVID-19 while in the performance of their official functions.</p>	<p>COVID-19 during the said period, shall not be deducted from their earned leave credits.</p> <p>After the aforesaid 14-day period has elapsed the official/employee diagnosed with the COVID-19, their absences shall be charged from their earned sick leave credits.</p>	<p>voluntarily self-quarantined himself/herself for 14 days upon arrival from the country and has exhibited no symptoms of COVID-19 and is cleared to report back to work.</p> <p><u>For those who got sick but were not infected by the COVID-19:</u></p> <p>A Medical Certificate to be submitted to the agency's HR unit issued by any government/ private physician that one has been treated of his/her sickness and is cleared as being fit to report back to work.</p> <p><u>For those who were infected by the COVID-19:</u></p>
<p>3. Officials and employees who take care of their family members who have contracted the COVID-19.</p>	<p>Absence from work during the fourteen (14) calendar days prescribed period of observation and treatment shall be charged against their earned sick leave credits.</p>	<p>A Medical Certificate to be submitted to the agency's HR unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work.</p> <p>Said health facilities, called Referral Centers for Emerging and Re-Emerging Infectious Disease may be referred to in the DOH website, <a href="http://www.doh.gov.ph">www.doh.gov.ph</a>.</p>

3.4 In the event of circumstances above mentioned wherein the employee has exhausted his/her sick leave credits, Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case vacation leave credits have been

exhausted, the employee may apply for sick leave of absence without pay.

3.5 Office heads shall also ensure that the efficiency and productivity standards of work units are met in such cases where periods of absence of concerned officials and staff may bring about setbacks in the delivery of public service.

#### **4.0 Responsibilities of the Agency head**

4.1 The agency head shall ensure that the aforementioned guidelines are enforced in one's agency as a precautionary measure to avert the possible threat of the COVID-19 in the public sector workplace.

#### **5.0 Effectivity**

These guidelines shall take effect immediately and shall be applicable for the duration of the Public Health Emergency of International Concern (PHEIC) until said medical condition has been lifted by the proper health authorities.

However, government employees, officials, and other public servants covered by these Guidelines whose period of self-quarantine after recent travel (official/personal) was deducted against their leave credits prior to the issuance of these Guidelines can have the said leave credits restored through their respective agencies' Human Resource/Personnel Office/s/Units.

  
**ALICIA dela ROSA-BALA**  
Chairperson



20 FEB 2020



**Interim Guidelines on the Use of  
Leave Credits for Absences Due to  
Self-Quarantine and/or Treatment  
Relative to the Corona Virus  
Disease-2019 (COVID-19)**

**Number** : 2000362

**Promulgated:** 20 FEB 2020

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### RESOLUTION

**WHEREAS**, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission, as the central personnel agency of the Government, to *“establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.”* x x x

**WHEREAS**, Section 15, Article II of the 1987 Philippine Constitution likewise mandates that *“The State shall protect and promote the right to health of the people and instill health consciousness among them.”*;

**WHEREAS**, Section 1, Chapter I, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987) provides that the Civil Service Commission shall adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service;

**WHEREAS**, Section 12 (2), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987) provides that the Civil Service Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

**WHEREAS**, Section 60 (Leave of Absence), Chapter 9, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987) states 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 World Health Organization has declared the Corona Virus Disease-2019 (COVID-19) as Public Health Emergency of International Concern (PHEIC), that would require the adoption of measures to avert the threat in all workplaces in the public sector;

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**WHEREAS**, a number of agencies have posed queries and sought clarifications from the Commission on the guidelines for the use of leave credits due to absences incurred by a public sector employee for the required self-quarantine period after one's travel from China and its Special Administrative Regions (SARs);

**WHEREAS**, the Commission needs to promulgate interim guidelines on the use of leave credits due to absences incurred by a public sector employee who is suspected and/or confirmed to have contracted the COVID-19, including the procedures to ensure that his/her co-workers' safety from infection upon return to work;

**WHEREAS**, government employees must be given a chance to undergo preventive or remedial health measures to ensure that they are in good health at all times;

**WHEREFORE**, the Commission **RESOLVES** to **ADOPT** the following Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment relative to the Corona Virus Disease-2019 (COVID-19):

### 1.0 Purpose

These guidelines provides for the procedure of availment of leave privileges for absences incurred in relation to self-quarantine and/or treatment of public sector officials and employees relative to the COVID-19 which has been declared by the World Health Organization as Public Health Emergency of International Concern (PHEIC).

Moreover, said guidelines seek to ensure that precautionary measures are employed in government agencies to avoid the spread of the said virus in the public sector workplace.

### 2.0 Scope and Coverage

These guidelines apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) including elective officials.

### 3.0 Guidelines

3.1 It is the responsibility of each government official/employee or any individual serving the public sector to ensure that he/she employs the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace.

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One who feels sick with the COVID-19-like symptoms<sup>1</sup> or has been exposed to persons infected with COVID-19 must immediately inform his/her supervisor; voluntarily seek immediate medical attention and/or go on self-quarantine, as deemed necessary upon the advice and certification of a licensed government/private physician. This is in order to avert the possible spread of the infection in the workplace.

3.2 All officials and employees in the public sector who have history of travel from China and its Special Administrative Regions (Macau and Hongkong) including other countries as declared/identified by competent Philippine authority prior to and after the promulgation of these guidelines shall ensure that they shall have submitted themselves to “self-quarantine” in their homes or any appropriate health facility, as applicable for fourteen (14) calendar days upon arrival in the Philippines. They shall not report back to work unless the said self-quarantine period has elapsed and/or they have been treated, and cleared as being fit to go back to work by the proper health authorities.

3.3 Absence from work due to self-quarantine period and/or treatment of the COVID-19, as applicable, shall be treated, as follows:

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
1. Officials and employees who have history of travel (official/personal) from China and its Special Administrative Regions (Macau and Hongkong) including other countries as declared/identified by competent Philippine authority prior to and after the promulgation of these guidelines who are directed to go on self-quarantine and/or later on tested positive of COVID-19.	Absence from work during the fourteen (14) calendar days prescribed period of observation, including those who were diagnosed with COVID-19 during the said period, shall not be deducted from their earned leave credits.  After the aforesaid 14-day period has elapsed the	<p><u>For those who have not exhibited symptoms of COVID-19:</u></p> A Medical Certificate to be submitted to the agency’s HR unit issued by any government/ private physician that one has voluntarily self-quarantined himself/herself for 14 days upon arrival from the country and has exhibited no symptoms of COVID-19 and is cleared to report back to work. <p><u>For those who got sick but were not infected by the COVID-19:</u></p>

<sup>1</sup> Signs and symptoms: (fever, coughing, shortness of breath or difficulty breathing, other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose).



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<p>2. Frontline service providers such as but not limited to Public Health Workers (PHWs), immigration officers, consular officers and other government officials and employees who are directed to go on self-quarantine and/or later tested positive of COVID-19 while in the performance of their official functions.</p>	<p>official/employee diagnosed with the COVID-19, their absences shall be charged from their earned sick leave credits.</p>	<p>A Medical Certificate to be submitted to the agency's HR unit issued by any government/private physician that one has been treated of his/her sickness and is cleared as being fit to report back to work.</p> <p><u>For those who were infected by the COVID-19:</u></p>
<p>3. Officials and employees who take care of their family members who have contracted the COVID-19.</p>	<p>Absence from work during the fourteen (14) calendar days prescribed period of observation and treatment shall be charged against their earned sick leave credits.</p>	<p>A Medical Certificate to be submitted to the agency's HR unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work.</p> <p>Said health facilities, called Referral Centers for Emerging and Re-Emerging Infectious Disease may be referred to in the DOH website, <a href="http://www.doh.gov.ph">www.doh.gov.ph</a>.</p>

3.4 In the event of circumstances above mentioned wherein the employee has exhausted his/her sick leave credits, Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case vacation leave credits have been exhausted, the employee may apply for sick leave of absence without pay.

3.5 Office heads shall also ensure that the efficiency and productivity standards of work units are met in such cases where periods of absence of concerned officials and staff may bring about setbacks in the delivery of public service.



#### 4.0 Responsibilities of the Agency head

4.1 The agency head shall ensure that the aforecited guidelines are enforced in one's agency as a precautionary measure to avert the possible threat of the COVID-19 in the public sector workplace.

#### 5.0 Effectivity

This Resolution shall take effect immediately and shall be applicable for the duration of the Public Health Emergency of International Concern (PHEIC) until said medical condition has been lifted by the proper health authorities.

However, government employees, officials, and other public servants covered by these Guidelines whose period of self-quarantine after recent travel (official/personal) was deducted against their leave credits prior to the issuance of these Guidelines can have the said leave credits restored through their respective agencies' Human Resource/Personnel Office/s/Units.

Quezon City.

  
**ALICIA dela ROSA - BALA**  
Chairperson

  
**ATTY. AILEEN LOURDES A. LIZADA**  
Commissioner

**VACANT**  
Commissioner

Attested by:  
  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office