

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



September 4, 2014

DIVISION MEMORANDUM

No. _____ s. 2014

**Special Emergency Leave to Government Employees
Affected by Natural Calamities/Disasters**

**To: Assistant Superintendents
Education Supervisors/ Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is an Unnumbered Memorandum from Undersecretary Rizalino D. Rivera **re: Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters**, which is self-explanatory.
2. For information and guidance.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MEMORANDUM

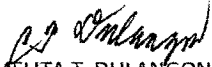
To : Schools Division Superintendents
Officers-in-Charge of Regular and Interim Divisions
All Others Concerned

Subject : **Special Emergency Leave to Government Employees Affected
By Natural Calamities/Disasters**

Date : August 8, 2014

Attached is an Unnumbered Memorandum from Undersecretary Rizalino D. Rivera re: Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters, which is self-explanatory.

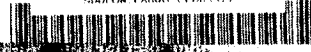
For dissemination:


CARMELITA T. DULANGON
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DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

TO: Undersecretaries
Assistant Secretaries
Central Office Directors and Heads of Units
Regional Directors
Schools Division Superintendents
All Concerned

SUBJECT: Special Emergency Leave to Government Employees Affected
by Natural Calamities/Disasters


DATE: July 28, 2014

Pursuant to CSC Resolution No. 1200289 dated February 8, 2012, all are reminded that government employees affected by natural calamities may be granted a special emergency leave subject to the following guidelines:

1. A five-day special emergency leave shall be granted to government employees directly affected by natural calamity/disaster;
2. The special emergency leave can be applied for five straight working days or on staggered basis and will not be deducted from the employee's leave credits;
3. The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural calamity/disaster, caring of immediate family members affected by natural calamity/disaster;
4. The special emergency leave may be availed of by the affected government employees within thirty days from the first day of calamity declaration by proper government agencies/authorities;
5. A commonly declared natural calamity/disaster may include, but not limited to, earthquakes, flooding, volcanic eruption and landslide that have profound environmental effect and/or human loss and frequently cause financial loss; and
6. The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

Attached is a copy of the aforementioned resolution.

For your information and appropriate action.


RIZALINO D. RIVERA
Undersecretary



**Special Emergency Leave to
Government Employees
Affected by Natural
Calamities/ Disasters**

Number : 1200289

Promulgated: 08 FEB 2012

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RESOLUTION

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, 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, 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 9, 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 MC 29 and 29-A, s. 2009, issued guidelines on the grant of special emergency leave to personnel affected by the Typhoon "Ondoy";

WHEREAS, in light of the natural calamities experienced by our country as a result of climate change and global warming, the Commission deemed it necessary to provide assistance in the form of special emergency leave to government employees in officially declared calamity areas;


WHEREFORE, for uniform interpretation and implementation on the grant of special emergency leave to government employees in declared areas affected by calamities/disasters, the Commission **RESOLVES** to prescribe the following guidelines:

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

1. A five-day special emergency leave shall be granted to government employees directly affected by natural calamity/disaster;
2. The special emergency leave can be applied for five straight working days or on staggered basis and will not be deducted from the employee's leave credits;
3. The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural calamity/disaster, caring of immediate family members affected by natural calamity/disaster;
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The grant of special emergency leave shall cover employees affected by typhoons Pedring, Quias and Sendong and other landslides/flashfloods/natural calamities that occurred after typhoon Ondoy. Affected employees whose leave credits were previously deducted may request for restoration thereof, subject to the approval of the head of office.


Quezon City.


FRANCISCO T. DUQUE III
 Chairman


ANN Z. FERNANDEZ MENDOZA
 Commissioner

On Leave
RASOL L. MITMUG
 Commissioner

Attested by:


DOLORES B. BONIFACIO
 Director IV
 Commission Secretariat and Liaison Office