



M.C. No. 2, 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 WITH ORIGINAL CHARTERS; AND STATE COLLEGES AND UNIVERSITIES

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

Pursuant to CSC Resolution No. 1200289 dated February 8, 2012, the Commission hereby adopts the following guidelines in the grant of special emergency leave to government employees affected by natural calamities/disasters:

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.

The grant of special emergency leave shall cover employees affected by typhoons Pedring, Quiel 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.

These guidelines shall take effect immediately.


FRANCISCO T. DUQUE III, MD, MSC
Chairman

FEB 16 2012

PPSO/APE/JLT/PBC/medy
MC 2012 on calamity

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



**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:

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Quezon City.


FRANCISCO T. DUQUE III
 Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
 Commissioner

On Leave
RASOL L. MITMUG
 Commissioner

Attested by:


DOLORES B. BONIFACIO
 Director IV
 Commission Secretariat and Liaison Office