Department of Education
Region VI – Western Visayas
**DIVISION OF AKLAN**
Archbishop G.M. Reyes St., Kalibo, Aklan

January 7, 2020

**DIVISION MEMORANDUM**
No. 05, s. 2020

# DIVISION GUIDELINES ON THE GRANT OF SPECIAL EMERGENCY LEAVE TO GOVERNMENT EMPLOYEES AFFECTED BY TYPHOON URSULA pursuant to CSC M.C. No. 2, S. 2012 and M.C. 16, s. 2012

To: **OIC, Office of the Assistant Schools Division Superintendent**
**Chief Education Supervisors**
**Education Program Supervisors**
**Public Schools District Supervisors**
**Heads, Public Elementary, Secondary and Integrated Schools**
**All Others Concerned**

1. CSC has issued M.C. No. 2, s. 2012 "*Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters*". Further, on October 17, 2012, CSC also issued MC No. 16, s. 2012 or the "*Supplemental Guidelines in the grant of Special Emergency Leave*" pursuant to CSC Resolution No. 1201642.

2. CSC MC No. 16, s. 2012 has enjoined government agencies to issue internal guidelines in the grant of special emergency leave pursuant M.C. No. 2, s. 2012.

   The Division of Aklan has not set internal guidelines for the grant of said special emergency leave which covers all kinds of natural calamities or disasters after Typhoon Ondoy.

3. The Province of Aklan has been declared under the state of calamity due to the onslaught of Typhoon Ursula by its Sangguniaang Panlalawigan but there is no internal policy in the Division of Aklan to cover all kinds of natural disasters after typhoon Ondoy per CSC MC NO. 16, S. 2012.

4. The Division of Aklan will issue an internal policy to cover all kinds of natural disasters pursuant to CSC Memorandum No. 2, S. 2012 and CSC MC NO. 16, S. 2012.

5. In the meantime, in the absence of the aforementioned internal policy and in the exigency to address the numerous queries received by this Office, the following guidelines are issued ***in relation to the grant of special emergency leave due to the onslaught of Typhoon Ursula <u>only</u>:***

   a. The special emergency leave shall be granted to teaching and non-teaching employees **directly affected** by Typhoon Ursula;

   b. The special emergency leave may be availed of within thirty (30) days from the actual occurrence of the calamity/disaster. Thus, the days of special emergency leave may only be availed **<u>until January 24, 2020.</u>**

   c. The purpose of the leave may be any of the following:
      i. For urgent repair and clean-up of the damaged house;

ii. Being stranded in affected areas;
iii. Disease/illness of the employee availing of the leave due to Typhoon Ursula;
iv. employee availing of the leave will care for immediate family members affected by Typhoon Ursula;

d. The special emergency leave shall be for a maximum of five (5) days in a year, which is non-cumulative and non-cumutative.

e. The special emergency leave can be applied for five (5) straight working days or on a staggered basis subject to the discretion of the head of office.

f. After approval and when the employee has availed of all five days of the leave, he/she will no longer be entitled to another special emergency leave within the year per CSC MC No. 2 and 16, s. 2012

6. The head of office shall take full responsibility for the grant of the special emergency leave and verification of the employee's eligibility to be granted thereof.

7. The employee availing of the leave shall submit the following for verification:

a. To avail of leave *for urgent repair and clean-up of damaged house:*
i. Certification from the Barangay where employee resides that employee's house is damaged and that the employee resides in the said house;
ii. Two (2) photos of the affected house;

b. To avail of leave *for illness contracted by the employee:*

i. Medical Certificate that the employee availing of the leave contracted the illness/disease due to the onslaught of Typhoon Ursula;

c. To avail of leave *to care for the immediate family members:*
i. Medical Certificate that the immediate family members contracted illness due to the onslaught of Typhoon Ursula;
ii. Immediate family members covered are the employee's parents or children;
iii. Certification from Barangay where employee resides that the employee is the only one who can care for the said immediate family member.

8. At the school level, the school head shall ensure that the classes of the teacher who shall avail of such leave shall be handled by the available teacher/s or head teacher or principal to avoid disruption of classes. In cases where there are two or more teachers who will be on leave, the school head shall also be responsible in the scheduling of their leave in order that classes will not be disrupted.

9. These guidelines for the grant of special emergency leave due to the onslaught of Typhoon Ursula shall take effect immediately.

10. Immediate and wide dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD., CESO V**
Schools Division Superintendent

Enclosure: as stated
Allotment: 1 (R.O. s. 1994)
To be indicated in the Perpetual Index under the following subjects:

**LEAVE** **PERSONNEL**
/mjv