



13 April 2022

MEMORANDUM CIRCULAR NO. 47
Series of 2022

T O: All VSU Regular, Casual and Contractual Employees

R E: Executive Order No. 139 "Declaring a State of Calamity in Baybay City, Leyte due to Tropical Storm Agaton" and Availment of Special Emergency Leave

The Office of the City Mayor of City of Baybay declared a State of Calamity in Baybay City, Leyte due to Tropical Storm Agaton through Executive Order No. 139 dated April 11, 2022.

In this regard, all concerned may file for Special Emergency Leave due to Tropical Storm Agaton from April 12, 2022 to May 10, 2022. All Unit Heads are directed to ensure that offices for the whole workweek are manned in order not to prejudice public service delivery.

For guidance, the following are some of the salient features of the CSC issuances on the Special Emergency Leave:

MC No. 2 s. 2012:

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 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.

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Affected employees whose leave credits were previously deducted may request for restoration thereof, subject to the approval of the head of office.

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MC No. 16 s. 2012:

2. The grant of the special emergency leave shall be based on the declaration of state of calamity by the President of the Philippines or by the Local Sanggunian pursuant to Section 16 of RA No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010). However, in case of specific area was not declared under state of calamity but nonetheless severely affected by the national calamity/disaster, the head of agency in the exercise of his/her sound discretion, may grant the special emergency leave to affected employees based on proof or evidence presented or news account.

3. The special emergency leave shall be for a maximum of five (5) days in a year. The said leave is non-commutative and non-cumulative.

4. The special leave may be availed of within thirty (30) days from the **actual occurrence** of the natural calamity/disaster.

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Please be guided accordingly.


for **EDGARDO E. TULIN**
President *OIC 4/19/22*