



22 December 2021

MEMORANDUM CIRCULAR NO. 137
Series of 2021

T O: All VSU Regular, Casual and Contractual Employees

R E: Proclamation No. 1267 "Declaring a State of Calamity in Regions IV-B, VI, VII, VIII, X and XIII and CSC MC No. 2 and 16 s. 2012 Special Emergency Leave to Government Employees Affected by Calamities/Disasters and Supplemental Guidelines in the Grant of Special Emergency Leave"

Please be informed that Office of the President, Malacanan Palace issued Proclamation No. 1267 in Dec. 21, 2021 declaring a State of Calamity in the following regions being devastated by Typhoon Odette (Rai): MiMaRoPa, Western Visayas, Central Visayas, Eastern Visayas, Northern Mindanao, Caraga.

Relatedly, CSC Memorandum Circulars Nos. 2 and 16 s. 2012 issued last 16 February 2012 and 17 October 2012, respectively, provides that government workers who may be directly affected by calamities may file for Special Emergency Leave.

In this regard, VSU shall adopt the Guidelines on Special Emergency Leave to Government Employees to all VSU employees as Eastern Visayas is among the regions under the state of calamity due to the devastation by Typhoon Odette last Dec. 16, 2021.

For guidance, the following are some of the salient features of the aforementioned CSC issuances:

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-commulative.

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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Hence, the coverage for special emergency leave due to Typhoon Odette shall be from December 17, 2021 to January 17, 2022. All Unit Heads are directed to ensure that offices for the whole workweek are manned in order not to prejudice public service delivery.

Please be guided accordingly.


EDGARDO E. TULIN
President