



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

May 11, 2022

DIVISION MEMORANDUM
No. 219 s. 2022

**REITERATION OF THE GUIDELINES ON THE GRANT OF SPECIAL
EMERGENCY LEAVE DUE TO NATURAL CALAMITIES OR DISASTERS**

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

1. Attached is REGIONAL MEMORANDUM No. 291, s. 2022 signed by Dir. Ramir B. Uytico EdD. CESO III titled, "**Reiteration of the Guidelines on the Grant of Special Emergency Leave Due to Natural Calamities or Disasters**".
2. Immediate dissemination of this Memorandum is desired.


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

Inc.: As stated

References:

DM-PHROD-2020-00423 dated November 19, 2020

CSC MC No. 2 s. 2012

CSC MC No. 16 s. 2012

To be indicated in the Perpetual Index under the following subjects:

CALAMITY EMPLOYEES LEAVE TEACHERS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 291 s. 2022

APR 18 2022

**REITERATION OF THE GUIDELINES ON THE GRANT OF SPECIAL EMERGENCY
LEAVE DUE TO NATURAL CALAMITIES OR DISASTERS**

To: Schools Division Superintendents
All Others Concerned

1. In view of the recent disaster that hit several areas in Region VI - Western Visayas such as floods and landslides due to heavy rains brought by **Tropical Storm Agaton** with reported number of deaths and severe damage to agriculture and houses, this Office hereby reiterates Memorandum OM-PHROD-2020-00423 dated November 19, 2020 signed by **Jesus L.R. Mateo**, Undersecretary for Planning, Human Resource and Organizational Development titled “**Reiteration of the Guidelines on the Grant of Special Emergency Leave Due to Natural Calamities or Disasters**”, for information and guidance of all concerned.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Incl.: As stated

References:

OM-PHROD-2020-00423 dated November 19, 2020

CSC MC No. 2 s. 2012

CSC MC No. 16 s. 2012

To be indicated in the Perpetual Index
under the following subjects:

CALAMITY

EMPLOYEES

LEAVE

TEACHERS



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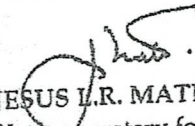
Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-PHROD-2020-00423

TO : Heads of Offices
All Personnel Concerned

FROM : 
JESUS L.R. MATEO
Undersecretary for Planning, Human Resource and
Organizational Development

SUBJECT : *Reiteration of the Guidelines on the Grant of Special Emergency
Leave Due to Natural Calamities or Disasters*

DATE : 19 November 2020

In light of the latest tropical storms and disasters that hit several regions in the Philippines and the natural calamities experienced by the country all year-round as a result of climate change and global warming, this memorandum is being issued to reiterate the guidelines on the grant of Special Emergency Leave (SEL) to DepEd employees affected by natural calamities/disasters.

This memorandum is pursuant to DepEd Memorandum No. 154 s. 2012, anchored on Civil Service Commission Memorandum (CSC) No. 02 dated 16 February 2012, *Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters* and CSC MC No. 16 dated 17 October 2012, *Supplemental Guidelines in the Grant of Special Emergency Leave*.

Hence, all DepEd officials, teaching and non-teaching employees directly affected by any natural calamity or disaster may apply for a special five-day emergency leave, in accordance with the general and procedural guidelines provided by this memorandum.

A. General Guidelines in the Grant of Special Emergency Leave

1. The Special Emergency Leave shall be for a maximum of five (5) days in a year and non-deductible from the employee's earned leave or service credits.
2. It may be availed by severely affected employees within thirty (30) days from the actual occurrence of the natural calamity/disaster in straight working days or on staggered basis.

For this issuance, "severely affected" shall mean any of the following circumstances caused by the calamity/disaster: casualty of the employee or his/her immediate family member which includes loss of life, injury or disease, and missing during the emergency or disaster; damage/destruction of property and assets; and loss of services.

3. Natural calamity or disaster is defined as any case that have profound environmental effect and/or human loss and frequently cause financial loss such as, but not limited to, typhoons, earthquakes, flooding, volcanic eruption, landslide, and severe ashfall.
4. The special emergency leave may be used for any of the following:
 - a. Urgent repair and clean-up of damaged house;
 - b. Being stranded in affected areas;
 - c. Disease or illness of employees brought by the natural calamity/disaster;
 - d. Caring of immediate family members affected by the natural calamity/disaster.
5. The grant of the Special Emergency Leave shall be based on the declaration of state of calamity by the President of the Philippines or the Local Government Unit of the affected area.
 - a. However, in case a specific area was not declared to be under a state of calamity, but was severely affected by a national calamity/disaster, the Heads of Offices shall still grant the Special Emergency Leave to affected employees based on proof/evidence or relevant news accounts that the area of residence was affected.

Governance Level	Head of Office
Central Office (CO)	Secretary
Regional Office (RO)	Regional Director
Schools Division Office (SDO) and Schools	Schools Division Superintendent

6. The Heads of Offices shall take full responsibility for the grant of special emergency leave for offices and schools within their jurisdiction and verification of the employee's eligibility which shall include:
 - a. Validation of their place of residence based on latest available records;
 - b. Verification that the place of residence is covered in the declaration of a state of calamity area by the proper government agency and/or affected by the national calamity/disaster even without the declaration; and
 - c. Situation and extent of damage caused by the calamity/disaster.
7. Heads of Offices shall ensure that tasks and assignments of employees who avail of the said leave shall be covered to provide continuity of office operations and services. Likewise, school heads shall ensure that classes of teaching personnel who will avail the said leave, regardless of learning modality, are not disrupted.

8. Employees under Job Order/Contract of Service (JO/COS) status who meet the above requirements may also avail of the special five-day emergency leave to be considered as excused absence from work.
9. Approval for requests for extension of the allowed maximum 5 days Special Emergency Leave shall be subject to the sound discretion of the Head of Office, upon submission of strong justification on the need for extension.

B. Procedural Guidelines in Filing of Special Emergency Leave

1. Affected employees may avail the Special Emergency Leave immediately from the date of the actual occurrence of the natural calamity/disaster, provided that his/her immediate supervisor is duly notified. Application for the said leave must be filed upon the return to work of the affected employee.
2. Should the affected employee avail of the said leave within thirty (30) days from the actual occurrence of the natural calamity/disaster, the application may be filed in advance.
3. The application for leave shall be supported by the following documents:
 - a. Accomplished CSC Leave Form
 - b. Proof of residence (if different from employee records)
 - c. Documents/photos to show situation and extent of damage
 - d. Approved request for extension of SEL signed by Head of Office (if applicable)
4. Online submission and processing of leave requests using electronic signatures will be allowed, provided that concerned personnel/office use their respective official email address/es.

In line with this, Heads of Offices and Human Resource Management Officers (HRMOs) are requested to fast-track the processing and approval of the requests to avail of the special emergency leave.

Heads of Offices are also highly encouraged to provide other assistance and support to the employees affected by these natural calamities and disasters.

Any clarifications or queries regarding the grant of the Special Emergency Leave shall be directed to the BHRD-PD through bhrod.pd@deped.gov.ph or at (02) 8633-9345; or 8633-6682.

Please be guided accordingly.

[BHRD-PD/Cruz]