



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION ADVISORY**  
**NO. 230 , s.2024**

AUG 13 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary, Junior, and Senior High School Heads  
All Others Concerned

In reference to **CSC MC No. 2, S. 2012** titled: "**Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters,**" this Office informs all concerned that government employees directly affected by natural calamity/disaster can avail the 5 days Special Emergency Leave on continuous/straight 5 days or staggered/intermittent

The special emergency leave can be applied for five working days or on staggered basis granted to government employees directly affected by natural calamity/disaster and will not be deducted from employee's leave credits;

The purpose of the leave may be any of the following: for urgent repair and clean-up of damage 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;

Further, government employees can avail the Special Emergency Leave subject for Verification of the head of office.

Immediate and wide dissemination of this Advisory is earnestly desired.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent



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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