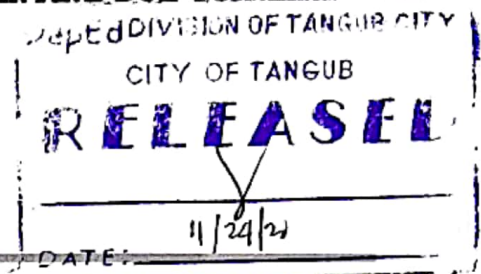




DIVISION MEMORANDUM
NO., 273 s. 2020

**INTERIM GUIDELINES ON ABSENCES OF GOVERNMENT OFFICIALS AND
EMPLOYEES DURING THE COMMUNITY QUARANTINE DUE TO
COVID-19 PANDEMIC**

To : Teaching and Non-Teaching Personnel
This Division



1. This office adopts the new guidelines on absences of government officials and employees during the period of community quarantine pursuant to Civil Service Commission (CSC) Resolution No. 2000953 promulgated on November 9, 2020.
2. For further information, all teaching and non-teaching personnel are advised to visit the website www.depedtangub.net or DepEd Tangub official facebook account "**DepEd Tayo Tangub**" where enclosures can be found.
3. It is expected that everybody shall judiciously abide these mandates.
4. Immediate and wide dissemination of this memorandum is enjoined.

WA
AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

MTA/11-24-2020

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MC No. 23, s, 2020

MEMORANDUM CIRCULAR

- TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES
- SUBJECT :** Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID-19 Pandemic

Pursuant to CSC Resolution No. 2000953 promulgated on November 9, 2020 the Commission resolved to adopt the following Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID-19 Pandemic:

1.0 Purpose

These guidelines provide for the treatment of absences of government officials and employees during the period of community quarantine.

2.0 Scope and Coverage

These guidelines shall apply to all public sector officials and employees in all government agencies and instrumentalities, namely: Constitutional Bodies, Departments, Bureaus, and Agencies of the National Government, Government-Owned or Controlled Corporations (GOCCs) with original charters, Local Government Units (LGUs), and State Universities and Colleges (SUCs) regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) including local elective officials.

3.0 Guidelines

- 3.1 Absences of officials and employees during the imposition of community quarantine due to any of the following circumstances shall be considered as excused absences:**

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- a. Stranded abroad or locally while on official travel due to the suspension of all forms of transportation (land, sea and air);
 - b. Stranded abroad or locally while on approved personal travel (vacation or sick leave) due to the suspension of all forms of transportation (land, sea and air); provided that there is proof of intention to report back to work such as plane/bus/boat ticket, cancellation of travel and such other competent proof due to lockdown or localized declaration of ECQ/MECQ/GCQ; provided, further that the excused absence covers only the period they are scheduled to report back to work and for the duration of the ECQ/MECQ/GCQ;
 - c. Unable to report for work due to health-risks¹ provided they are not qualified for work-from-home arrangement; -
 - d. Unable to report for work due to the imposition of lockdown declared by the President or localized lockdown under Section 2 of Executive Order No. 112, s. 2020;
 - e. Unable to report for work due to suspension of public transportation, or no agency service vehicle/shuttle service was provided to the employees who are on skeleton workforce, subject to the internal guidelines adopted by the agency covering the allowed distance between residence and place of work; and
 - f. Jobs/tasks of officials and employees cannot be performed through work-from-home arrangement, and the agency has not assigned any other task(s).
- 3.2 Absences of officials and employees due to any of the following reasons shall be considered either as vacation or sick leave and shall be charged against earned vacation/sick leave credits:**
- a. Failure to report for work after the approved personal leave of absence (locally or abroad) of those who could not present proof as required in item 3.1.b of these guidelines;
 - b. Failure to report for work after undergoing the required quarantine leave² and/or required COVID-19 treatment leave³, except for conditions as cited in Items 3.1 c, d, and e;
 - c. Failure to report for work of those whose alternative work arrangement requires physical presence in the office and assigned as skeleton force, and support mechanisms are provided like

¹Department of Health (DOH) Administrative Order No. 2020-0015 re: Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation dated April 27, 2020.

²Item 3.4, CSC MC 8, s. 2020, Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19).

³ Ibid.

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transportation or housing quarters, except those under Item 3.1.c;
and

- d. Failure to make themselves available during the work hours, without justifiable reason, while they are at home in cases where no assignment is given, e.g. non-response to calls or messages.
- 3.3. Approved leave/s of absence (vacation and/or sick leave) of officials and employees prior to the imposition of community quarantine which took effect during the community quarantine, shall still be considered as leave/s of absence and shall be charged against their earned leave credits, unless their request for cancellation or deferment of leave was approved by the agency/office head or authorized official.
- 3.4. Officials and employees who were on absence without approved leave (AWOL) prior to March 16, 2020 until the declaration of the community quarantine shall still be considered on AWOL for the period that they have not signified to report for work during the community quarantine.
- 3.5. Officials and employees who were stranded abroad with approved leave but without travel authority shall be considered absent, and such absences shall be charged against earned vacation and/or sick leave, as applicable.

4.0 Restoration of Leave Credits

Leave credits deducted from the officials and employees due to circumstances specified in Item No. 3.1 above shall be restored accordingly.

5.0 Effectivity

This interim guidelines shall take effect retroactively on March 16, 2020, the date of the President's declaration placing the country under the State of Calamity and the imposition of ECQ throughout Luzon and other areas and shall remain in force until the State of Public Health Emergency has been lifted by the President of the Philippines.


ALICIA dela ROSA-BALA
Chairperson

16 November 2020

HRPSO/APCCD/RBE/JLT/MGC/bam

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**Interim Guidelines on Absences of
Government Officials and Employees
During the Community Quarantine
Due to COVID-19 Pandemic**

Number: 2000953

Promulgation: 09 November 2020

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RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987) provides that *"the Civil Service Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws"*;

WHEREAS, Section 60 (Leave of Absence), Chapter 9, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987) states that *"Officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations of the Commission in the interest of the service"*;

WHEREAS, President Rodrigo R. Duterte declared a State of Public Health Emergency throughout the entire Philippines through Proclamation No. 922 dated March 8, 2020. Moreover, on March 12, 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF) issued Resolution No. 11, Series of 2020 raising the Code Alert System for the COVID-19 public health event to Code Red Sublevel Two (2) amid the declaration of COVID-19 as a pandemic by the World Health Organization (WHO);

WHEREAS, Section 4 of the same Proclamation No. 922 provides that *"All citizens, residents, tourists, x x x are urged to act within the bounds of the law and to comply with the lawful directives and advisories to be issued by the appropriate government agencies to prevent further transmission of the Covid-19 and ensure the safety and well-being of all"*;

WHEREAS, IATF resolved in Resolution No. 11, s. 2020 dated March 12, 2020, that *"the Code Alert System for COVID-19 public health event is hereby raised to Code Red Sublevel Two (2)"* and adopted the *"recommendation of the Department of Health Technical Advisory Group on imposing Stringent Social Distancing Measure in the National Capital Region for a period of thirty (30) days from the issuance of the Resolution"*;

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Bawat Kawani, Lingkod Bayani

WHEREAS, President Rodrigo R. Duterte declared the Philippines under State of Calamity pursuant to Proclamation No. 929 dated March 16, 2020;

WHEREAS, on March 16, 2020, the Office of the President, through the Executive Secretary, issued a Memorandum placing the entire Luzon under Enhanced Community Quarantine and providing among others, the following: "*Classes and all school activities in all levels shall be suspended x x x*"; "*A work from home arrangement shall be implemented in the Executive branch, except the PNP, AFP, PCG, and health and emergency frontline services, border control and other critical services, which shall ensure a skeletal work force*"; and "*(L)and, air and sea travel shall be restricted*";

WHEREAS, on March 24, 2020, the President signed into law Republic Act No. 11469 or the Bayanihan to Heal As One Act; and that under Sections 4 (r) and (t) thereof, the President is granted the power to "*Regulate and limit the operation of all sectors of transportation through land, sea or air, whether private or public*", and "*Continue to authorize alternative working arrangements for employees and workers in the Executive Branch, and whenever it become necessary, in other independent branches of the government and constitutional bodies and the private sector*", respectively;

WHEREAS, the President issued Executive Order No. 112 dated April 30, 2020 which imposed an Enhanced Community Quarantine (ECQ) in High-Risk Geographic Areas of the Philippines and a General Community Quarantine in the rest of the country from 01 to 15 May 2020 and adopted the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines as approved and recommended by the IATF, as well as its amendments or modifications without need of further approval by the Office of the President;

WHEREAS, since the imposition of the community quarantine, many government employees were unable to report for work due to the suspension of all forms of public transportation, lockdown and lack of agency support mechanisms;

WHEREAS, there is no policy governing the absences incurred by government officials and employees during the imposition of community quarantine resulting in undue depletion of leave credits of employees;

WHEREAS, the unprecedented situation brought by COVID-19 pandemic calls for a more considerate treatment of the absences incurred by officials and employees due to circumstances beyond their control;

WHEREFORE, in line with the President's declaration of State of Calamity in the country and due to increasing community transmission, the Commission **RESOLVES** to **ADOPT** the following **Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID-19 Pandemic**:

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1.0 Purpose

These guidelines provide for the treatment of absences of government officials and employees during the period of community quarantine.

2.0 Scope and Coverage

These guidelines shall apply to all public sector officials and employees in all government agencies and instrumentalities, namely: Constitutional Bodies, Departments, Bureaus, and Agencies of the National Government, Government-Owned or Controlled Corporations (GOCCs) with original charters, Local Government Units (LGUs), and State Universities and Colleges (SUCs) regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) including local elective officials.

3.0 Guidelines

3.1 Absences of officials and employees during the imposition of community quarantine due to any of the following circumstances shall be considered as excused absences:

- a. Stranded abroad or locally while on official travel due to the suspension of all forms of transportation (land, sea and air);
- b. Stranded abroad or locally while on approved personal travel (vacation or sick leave) due to the suspension of all forms of transportation (land, sea and air); provided that there is proof of intention to report back to work such as plane/bus/boat ticket, cancellation of travel and such other competent proof due to lockdown or localized declaration of ECQ/MECQ/GCQ; provided, further that the excused absence covers only the period they are scheduled to report back to work and for the duration of the ECQ/MECQ/GCQ;
- c. Unable to report for work due to health-risks¹ provided they are not qualified for work-from-home arrangement;
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¹Department of Health (DOH) Administrative Order No. 2020-0015 re: Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation dated April 27, 2020.

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employees who are on skeleton workforce, subject to the internal guidelines adopted by the agency covering the allowed distance between residence and place of work; and

- f. Jobs/tasks of officials and employees cannot be performed through work-from-home arrangement, and the agency has not assigned any other task(s).

3.2 Absences of officials and employees due to any of the following reasons shall be considered either as vacation or sick leave and shall be charged against earned vacation/sick leave credits:

- a. Failure to report for work after the approved personal leave of absence (locally or abroad) of those who could not present proof as required in item 3.1.b of these guidelines;
- b. Failure to report for work after undergoing the required quarantine leave² and/or required COVID-19 treatment leave³, except for conditions as cited in Items 3.1 c, d, and e;
- c. Failure to report for work of those whose alternative work arrangement requires physical presence in the office and assigned as skeleton force, and support mechanisms are provided like transportation or housing quarters, except those under Item 3.1.c; and
- d. Failure to make themselves available during the work hours, without justifiable reason, while they are at home in cases where no assignment is given, e.g. non-response to calls or messages.

3.3. Approved leave/s of absence (vacation and/or sick leave) of officials and employees prior to the imposition of community quarantine which took effect during the community quarantine, shall still be considered as leave/s of absence and shall be charged against their earned leave credits, unless their request for cancellation or deferment of leave was approved by the agency/office head or authorized official.

3.4 Officials and employees who were on absence without approved leave (AWOL) prior to March 16, 2020 until the declaration of the community quarantine shall still be considered on AWOL for the period that they have not signified to report for work during the community quarantine.

3.5 Officials and employees who were stranded abroad with approved leave but without travel authority shall be considered absent, and such absences shall be charged against earned vacation and/or sick leave, as applicable.

² Item 3.4, CSC MC 8, s. 2020, Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19).

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4.0 Restoration of Leave Credits

Leave credits deducted from the officials and employees due to circumstances specified in Item No. 3.1 above shall be restored accordingly.

5.0 Effectivity

This interim guidelines shall take effect retroactively on March 16, 2020, the date of the President's declaration placing the country under the State of Calamity and the imposition of ECQ throughout Luzon and other areas and shall remain in force until the State of Public Health Emergency has been lifted by the President of the Philippines.

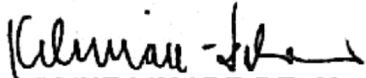
Quezon City.

ORIGINAL SIGNED
ALICIA dela ROSA - BALA
Chairperson

ORIGINAL SIGNED
ATTY. AILEEN LOURDES A. LIZADA
Commissioner

VACANT
Commissioner

Attested by:


KATHERINE LIMARE-DELMORO
Director III
Commission Secretariat and Liaison Office

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