

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 5, s. 1996

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;  
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION  
MANAGERS; OPERATIONS MANAGERS; HEADS OF FOREIGN  
ASSISTED PROJECTS; PROVINCIAL IRRIGATION OFFICERS;  
IRRIGATION SUPERINTENDENTS; CORPORATE AUDITOR;  
AND ALL OTHER EMPLOYEES

National Irrigation Administration

SUBJECT : CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 06, S.  
1996 DATED MARCH 21, 1996

Quoted hereunder in full is Civil Service Commission  
Memorandum Circular No. 06, s. 1996 for your information and  
guidance. :

"Republic of the Philippines  
CIVIL SERVICE COMMISSION

MC No. 06, s. 1996

MEMORANDUM CIRCULAR

F O R : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE  
NATIONAL AND LOCAL GOVERNMENT, INCLUDING GOVERNMENT-  
OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES  
AND UNIVERSITIES

SUBJECT : Special Privileges

Pursuant to CSC Resolution No. 96-2242 dated March 24, 1996,  
the Commission resolved to authorize agencies, with or without  
existing or approved Collective Negotiation Agreement (CNA) to  
grant Special Privileges enumerated under the checklist of  
reasonable working conditions in the public sector as embodied in  
CSC MC No. 30, s. 1994, as follows:

- |                              |                          |
|------------------------------|--------------------------|
| a. paternity leave           | f. birthday leave        |
| b. funeral/mourning leave    | g. hospitalization leave |
| c. graduation leave          | h. accident leave        |
| d. enrollment leave          | i. relocation leave      |
| e. wedding anniversary leave |                          |

subject to the following conditions:

1. That the employee may be granted a maximum of three (3) days within a calendar year for the availment of any special privileges of his/her choice which he/she would opt to avail;
2. That such special privileges shall be non-cumulative and non-commutable; and
3. That the employee shall seek approval of the application for the said special privileges for at least one (1) week prior to the availment of the special privilege, except on emergency cases.

It is understood, however, that same, if utilized shall not be charged to or deducted from the officials'/employees' accumulated leave credits.

All other existing Civil Service Commission Resolutions and issuances which are inconsistent herewith, are deemed repealed or amended.

Please be guided accordingly.

(SGD) CORAZON ALMA B. DE LEON  
Chairman

March 21, 1996"

An employee may avail himself/herself of the birthday leave on the working day immediately preceeding or following his/her birthdate if this falls on Saturday, Sunday or Legal/Special holiday.

This Memorandum shall be deemed to take effect April 1, 1996.

  
RODOLFO C. UNDAN  
Administrator

03 May 1996