

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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OUR REFERENCE:

M.C. ³¹ s. 1996

TO : THE DEPUTY ADMINISTRATOR/ASSISTANT
ADMINISTRATORS DEPARTMENT/REGIONAL/OPERATIONS/
PROJECT MANAGERS/IRRIGATION SUPERINTENDENTS/
PROVINCIAL IRRIGATION OFFICERS/ADMINISTRATIVE
MANAGERS and all others concerned

SUBJECT : Civil Service Commission Memorandum Circular
No. 20, s. 1996 clarifying availment of
Special Privileges under C.S.C. M.C. #
06 s. 1996

Hereunder are pertinent provisions of Civil Service Memorandum Circular # 20, s. 1996 and R.A. 8187 (Paternity Leave) clarifying the grant of special privileges under CSC M.C. No. 6 series of 1996, to wit:

1. The availment of special privileges shall be limited as follows:

Coverage: - These privileges shall be enjoyed only by those who have rendered six (6) months of continuous, satisfactory service. Casual or emergency employees or laborers may enjoy these privileges after they have rendered at least six months' service in the aggregate. Teachers are not covered by this Circular.

a. Paternity leave- superseded by RA 8187

Notwithstanding any law, rules and regulations to the contrary, every married male employee in the private and public sectors shall be entitled to a paternity leave benefit of seven (7) days with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting. The male employee applying for paternity leave shall notify his employer of the pregnancy of his legitimate spouse and the expected date of such delivery.

b. Funeral /mourning leave - on the occasion of the death of a member of the immediate family of the employee.

c. Graduation leave - on the occasion of the employee's, his/her spouse's or children's graduation

d. Enrollment leave - same as graduation leave.

e. Wedding/Anniversary leave - on the occasion of the employee's wedding day and/or wedding anniversary, to be enjoyed on the actual date of marriage or anniversary.

f. Birthday leave - on the occasion of the employee's actual birthday.

g. Hospitalization leave - by reason of the hospitalization of the employee or any member of his/her immediate family.

h. Accident leave - by reason of an accident involving the employee or any member of his/her immediate family.

i. Relocation leave - by reason of the occurrence of such calamities or disasters personally affecting the employee such as flood, earthquake, typhoon or fire. Employees who wish to avail themselves of this privilege should indicate in their respective applications the place where he is to relocate and the reasons therefor.


2. The term "immediate family" as used herein shall include "any relative within the first degree of affinity or consanguinity, living under the same roof and dependent upon the employee for support".

3. All Collective Negotiation Agreements (CNAs) granting more than what is under this Circular is hereby amended accordingly.

Henceforth, all special privilege applications under items b, c, d, g, h, i, should state the name of the immediate family member and his/her relationship to the applicant.

This Memorandum Circular No. 20 s. 1996 took effect October 17, 1996.

Be guided accordingly.


RODOLFO C. UNDAN
Administrator

1996 October 28th