

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

M.C. 16 s. 1999

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT/REGIONAL OPERATIONS/PROJECT MANAGERS, IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION MANAGERS, DIVISION MANAGERS AND ALL OTHERS CONCERNED

SUBJECT: EXPANDED COVERAGE OF SPECIAL LEAVE PRIVILEGES

Pursuant to Civil Service Commission Resolution No. 99-0595, s. 1999, Section 21 of CSC Memorandum Circular No. 41, s. 1998 has been amended to effect a fair and equitable availment of special leave privileges to all sectors of the government regardless of civil status and personal circumstances.

In addition to the *vacation, sick, maternity and paternity* leave, NIA officials and employees are granted the following special leave privileges subject to the conditions hereunder stated:

1. DEFINITION OF TERMS:

- 1.1 Personal milestones refer to birthdays/wedding/wedding anniversary celebrations, death anniversaries and other similar milestones of the employee.
- 1.2 Parental Obligations cover attendance in school programs, PIA meetings, graduations, first communion, medical needs where a child of the government employee is involved, attending the recognition day of a child; attending the distribution of the child's Form 148; meeting with the Guidance Counselor/Principal/Adviser, enrollment and payment of tuition fees during examination periods.
- 1.3 Filial Obligations refer to the moral obligation of the employee towards his parents and siblings for their medical and social needs.

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1. *Domestic Emergencies* refer to the sudden absence of a governess or maid/househelp and the life and sudden urgent repairs needed at the residence of the employee; include relocation or transfer of residence, attending to problems involving landholdings in the province, procuring a maid/househelp in the province etc.
- 1.5 *Personal transactions* covers the entire range of transactions an employee does with government and private offices such as payment of taxes, court appearances, applying for a housing loan, etc.
- 1.6 *Calamity, accident, hospitalization leave* pertains to force majeure events that affect the life, limb or property of the employee and his immediate family.

2. GUIDELINES FOR AVAILMENT:

- 2.1 An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday, or Holiday, either before or after the occasion.
- 2.2 Employees applying for special privilege leaves shall not be required to present proof that they are entitled to avail of such leave.
- 2.3 Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three days or a combination of any of the leaves aforementioned for a maximum of three days in a given year. Special leave privileges are non-cumulative and strictly non-convertible to cash.

Henceforth, all applications for Special Leave Privileges shall be in accordance with the classification enumerated above. All Administrative Managers/Personnel Officers are directed to disseminate this Circular as widely as possible to all employees in their respective Offices.

This Circular shall take effect immediately.


MANUEL S. AREVALO
Administrator

1999 May 25