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

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NATIONAL IRRIGATION ADMINISTRATION
RECEIVED
10 DEC 2013
By:
HRD-RECORDS SECTION

YOUR REFERENCE:

MC No. 57, s. 2013

MEMORANDUM CIRCULAR

TO : **THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL / PROJECT MANAGERS AND OTHERS CONCERNED**

Subject: **ALTERNATIVE WORK ARRANGEMENTS FOR GOVERNMENT EMPLOYEES AFFECTED BY TYPHOON YOLANDA**

Attached is Memorandum Circular No. 23, s. 2013 issued by the Civil Service Commission (CSC) as promulgated under CSC Resolution No. 1302542 dated November 18, 2013 embodying the above-captioned subject.

The Commission issued CSC MC No. 2, s. 2012 granting the 5-day emergency leave for government employees affected by natural calamities/disasters. Aware that the 5-day emergency leave may not be enough for government employees affected by Typhoon Yolanda, it adopted alternative work arrangements to address the concerns of government employees, in relation to the performance of their official functions.

It provides, among others, that , affected government employees may be exempted from work, with pay, until such time that conditions in the area have normalized or as may be determined by the head of the agency.

Be guided accordingly.

CLARO V. MARANAN
Administrator

Date: Dec. 9, 2013

Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa taum BAYAN

CSC MC No. 23, s. 2013

MEMORANDUM CIRCULAR

TO : **HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES**

SUBJECT : **Alternative Work Arrangements for Government Employees affected by Typhoon Yolanda**

CSC Memorandum Circular No. 2, s. 2012 provides for a 5-day emergency leave to government employees affected by natural calamities/disasters. However, considering the devastation wrought by Typhoon Yolanda, such leave may not be enough to address the situation in areas affected by said typhoon.

Thus, cognizant of the need of affected government personnel to have time to begin the process of recovery and rehabilitation and of the need to resume the delivery of government services, the Civil Service Commission adopts the following alternative work arrangements pursuant to CSC Resolution No. 1302542 dated November 18, 2013 to address the concerns of government personnel in relation to the performance of their official functions:

1. Government employees in the areas severely affected by Typhoon Yolanda may be exempted from work, with pay, to commence from the first working day following the onslaught of the typhoon until such time that conditions in the area have normalized or as may be determined by the head of agency;

   Heads of government agencies in the affected areas shall take full responsibility for the grant of work exemption, including the period covered and verification of the employee's eligibility to be granted thereof;

   For this purpose, concerned government personnel should make known to their agency heads that they would seek exemption from work;

2. In instances wherein operations may be immediately restored, albeit partially, agency heads may require employees to work on rotation basis to help in restoring their agency's operations or to help in relief and rehabilitation efforts in the area;

3. In instances wherein it is physically impossible for employees to resume work in their designated stations (e.g. offices/work stations completely destroyed), employees may be temporarily assigned to work in the nearest regional/field office or attached agency or to other agencies in the area, upon coordination with concerned agencies, to help in the immediate restoration of public services for the people;

4. Heads of agencies shall take steps to properly record work arrangements adopted for their personnel; and,

5. Any and all issues arising from the implementation of this resolution shall be directed to the CSC Regional Office concerned.

CSC Resolution No. 1302542 dated November 18, 2013 shall take effect immediately and shall remain in force until revoked by the Commission.

FRANCISCO T. DUQUE III, MD, MSc
Chairman

NOV 18 2013

CSLO/DBB/rls

Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa taum BAYAN

Work Arrangements for Government Employees Affected by Typhoon Yolanda
x----------x

Number: 1302542

Promulgated: 18 NOV 2013

RESOLUTION

WHEREAS, it is a declared policy of the State to uphold the people's constitutional rights to life, health, safety and property and to promote the general welfare of its people at all times, especially during disasters and calamities;

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution provides that the Civil Service Commission, as the central human resource institution of the Government, shall adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service;

WHEREAS, the Civil Service Commission is authorized under Section 12 (3), Chapter 3, Title I-A, Book V of Executive Order No. 292 (Administrative Code of 1987), to promulgate policies, standards and guidelines to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Typhoon Yolanda has caused unimaginable devastation in various areas of the country, leaving thousands dead, millions of families displaced and communities destroyed;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 2, s. 2012 which provides for a 5-day emergency leave to government employees affected by natural calamities/disasters, but which leave may not be enough to address the situation obtaining in the areas devastated by Typhoon Yolanda;

WHEREAS, in recognition of the need of government personnel affected by the said typhoon to have time to begin the process of recovery and rehabilitation and of the need to resume the delivery of government services, the Civil Service Commission deems it necessary to address the concerns of government personnel in relation to the performance of their official functions;

WHEREFORE, the Commission **RESOLVES** to provide alternative work arrangements for affected government employees, as follows:

1. Government employees in the areas severely affected by Typhoon Yolanda may be exempted from work, with pay, to commence from the first working day following the onslaught of the typhoon until such time that conditions in the area have normalized or as may be determined by the head of agency;

Heads of government agencies in the affected areas shall take full responsibility for the grant of work exemption, including the period covered and verification of the employee's eligibility to be granted thereof;

For this purpose, concerned government personnel should make known to their agency heads that they would seek exemption from work;

2. In instances wherein operations may be immediately restored, albeit partly, agency heads may require employees to work on rotation basis to help in restoring their agency's operations or to help in relief and rehabilitation efforts in the area;

3. In instances wherein it is physically impossible for employees to resume work in their designated stations (e.g. offices/work stations completely destroyed), employees may be temporarily assigned to work in the nearest regional/field office or attached agency or to other agencies in the area, upon coordination with concerned agencies, to help in the immediate restoration of public services for the people;

4. Heads of agencies shall take steps to properly record work arrangements adopted for their personnel; and,

5. Any and all issues arising from the implementation of this resolution shall be directed to the CSC Regional Office concerned.

This resolution shall take effect immediately, and shall remain in force until revoked by the Commission.

Quezon City.

FRANCISCO T. DUQUE III
Chairman

ROBERT S. MARTINEZ
Commissioner

NIEVES L. OSORIO
Commissioner

Attested By:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

CSLO/DBB/ils