



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

Office of the Schools Division
Superintendent

April 27, 2020

DIVISION MEMORANDUM

No. 119, 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)**

To: Division Office Personnel
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Per Advisory from the Civil Service Commission (CSC) issued by its Regional Director Carlos A. Evangelista, this Office disseminates the CSC Memorandum Circular No. 08, s. 2020, with the subject: **Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (Covid-19)**, which states that these revised guidelines provide for the procedure of availment of leave privileges for absences incurred in relation to the required period of quarantine and/or treatment of public sector officials and employees relative to the COVID-19. These guidelines shall apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixe term) including local elective officials.
2. In the guidelines, paragraphs 3.1-3.10 are enumerated below:
 - 3.1 *It is the responsibility of each government official/employee or any individual serving the public sector to ensure that he/she employs the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace.*
 - 3.2 *All officials and employees in the public sector who came from official or personal travel from countries with or without localized COVID-19 transmissions shall undergo the required fourteen (14) calendar days quarantine in their homes or any appropriate health facility.*
 - 3.3 *All officials and employees in the public sector who came from official or personal local travel who were categorized as Person Under Monitoring (PUM) and Person Under Investigation (PUI) shall undergo the required fourteen (14) calendar days quarantine in their homes or any appropriate health facility.*
 - 3.4 *Absence from work due to the required period of quarantine and/or treatment for the COVID-19, as applicable, shall be treated as follows:*



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Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
<p>1. Officials and employees coming from official or personal travel from countries with or without localized COVID-19 transmissions who underwent the required quarantine period and/or treatment for COVID-19</p> <p>2. Officials and employees coming from official or personal local travel from areas under community quarantine who underwent the required quarantine period and/or treatment for COVID-19</p> <p>3. Government officials and employees who underwent the required period of quarantine and/or treatment for COVID-19 due to localized transmissions while in the performance of their official functions, namely:</p> <p>a. Frontline Service Workers, such as:</p> <p>i. Public Health Workers (doctors, nurses, and other members of the health care team);</p> <p>ii. Immigration officers and consular officers;</p> <p>iii. PNP members and barangay officials assigned in checkpoints, including</p>	<p>1. Absence from work during the fourteen (14) calendar days required quarantine period and treatment for COVID-19, shall be considered as excused absence (required quarantine leave and/or COVID-19 treatment leave).</p> <p>2. After the lapse of the 14-day period, and that there is a need for treatment of COVID-19, the subsequent absences incurred shall be treated, as follows:</p> <p>a. For those on official travel under categories 1 and 2, and category 3, the period of their treatment shall be considered as excused absence (required COVID-19 treatment leave).</p> <p>For those under category 3.a.i (Public Health Workers), excused absence shall be allowed for every instance of required quarantine and/or treatment due to repeated exposure to the disease while in the performance of their duties;</p> <p>b. For those on personal travel under categories 1 and 2, and category 4, the period of their treatment shall be considered sick leave chargeable against their leave credits, if any.</p>	<p>Submit to agency's HR office/unit the following:</p> <p>1. Application for Leave of absence</p> <p>2. Certificate issued by government/private physician that he/she has submitted himself/herself for monitoring/investigation, as applicable, (for PUM and PUI);</p> <p>3. Completion of Quarantine Certificate issued by the local quarantine/health official; and</p> <p>4. Medical certificate that he/she is cleared to report back to work;</p> <p>and</p> <p>Medical Records showing that he/she was treated of the COVID-19 signed by the attending physician (for those under treatment of COVID-19).</p> <p><i>NOTE: They shall only report to work after the lifting of the "Enhanced Community Quarantine", where it is declared safe to return to work.</i></p>



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<p>personnel of PCG, BOC and other agencies assigned as border patrols; and</p> <p>iv. Those who are assigned as frontline service workers in all government agencies</p> <p>b. Those who are under alternative work arrangements, such as but not limited to work-from-home, skeletal workforce, four-day workweek, and staggered working hours</p> <p>c. Those who had exposure with co-employees who contracted the COVID-19</p> <p>4. Government officials and employees infected through local transmissions due to personal or non-work related activities who:</p> <p>a. underwent quarantine in public health facility for observations; or</p> <p>b. went straight to the hospital for treatment and/or advised to go on quarantine at home because of mild to moderate symptoms.</p> <p><i>Note: This includes those living with family member/s who are either considered as patient under investigation (PUI) or patient under monitoring (PUM).</i></p>	<p>However, in case work suspension is declared during the required period of treatment, it shall be considered excused absence and shall be not chargeable against their earned leave credits.</p>	<p>A Medical Certificate to be submitted to the agency's HR unit issued by any government/private physician that one has been treated of his/her sickness and is cleared as being fit to report back to work.</p> <p><u>For those who were infected by the COVID-19:</u></p> <p>A Medical Certificate to be submitted to the agency's HR unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated is cleared as being fit to report back to work.</p> <p>Said health facilities, called Referral Centers for Emerging and Re-Emerging Infectious Disease may be referred to in the DOH website, www.doh.gov.ph</p>
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<p>5. Officials and employees, on personal travel from countries with or without localized transmissions WITHOUT APPROVED TRAVEL AUTHORITY BEFORE OR AFTER the declaration of THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 threat, who underwent the required period of quarantine and/or treatment for COVID-19</p>	<p>Absence from work during the fourteen (14) calendar days required quarantine period for COVID-19 shall be considered as sick leave and shall be deducted from their earned sick leave credits, if any.</p> <p>Treatment for COVID-19 shall be charged against their earned sick leave credits.</p> <p>However, in case work suspension is declared during the required period of quarantine and/or treatment, it shall be considered excused absence and shall not be chargeable against their leave credits without prejudice to administrative sanctions as determined by their respective agency/office head.</p>	
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3.5 In the event of circumstances above mentioned where in the employee has exhausted his/her sick leave credits, Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case the vacation leave credits have exhausted, the employee may apply for sick leave of absence without pay.

3.6 For government officials and employees not covered under items 3.4.1 to 3.4.4, in case of work suspension, they are considered on excused absence, thus it shall not be deducted from their earned leave credits.

3.7 For government officials and employees, covered by the Interim Guidelines under Categories 1 to 3 whose period of quarantine and/or treatment was deducted against their leave credits prior to the issuance of these Revised Interim Guideline can have the said leave credits restored through their respective agencies' Human Resource/Personnel Office/s/Units.

3.8 The Updated Decision Tool as of March 10, 2020 issued by the DOH including its Department Circular No. 2020-0080 and/or Department Memorandum No. 2020-0090 shall apply, Moreover, future instructions/advisories issued by the Office of the President based on the recommendation/s of the IATF-EID on the assessment and management of COVID-19 shall also be subsequently applied. For announcements and public advisories, you may visit the following official DOH channels:



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- a. Website: <https://www.doh.gov.ph/2019-nCoV>
- b. Facebook: <https://www.facebook.com/Official/DOHgov/>
- c. Twitter: <https://twitter.com/DOHgov>

3.9 Office heads shall also ensure that efficiency and productivity work standards are met, and that delivery of public service is not prejudiced during the required quarantine and/or treatment of concerned officials and employees.

3.10 Other documents that may be required in support of absences due to required quarantine period or treatment in relation to COVID-19 are the following:

Documents	On Official Business	Personal Travel
Travel Authority (International)	/	/
Office Order (International/Local)	/	X
Certificate of Appearance (Local)	/	X
Laboratory Test Results	/	/
Waiver	X	/
Other Travel Documents	/	/

3. For information, guidance and compliance.

JOSEPH IRWIN A. LAGURA PhD
 Schools Division Superintendent
 Office of the Schools Division Superintendent

JIAL/MKP/ADMIN/atm



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for approval to
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Civil Service Commission Regional Office VII

4-24



ADVISORY

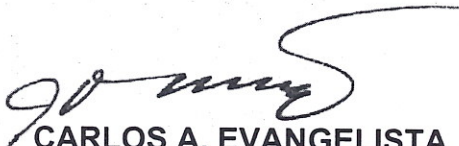
TO : ALL GOVERNMENT AGENCIES IN REGION VII

SUBJECT : 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)

In view of the recent developments in the government's efforts to fight the COVID-19 pandemic, the Civil Service Commission (CSC) issued **CSC Memorandum Circular No. 8 s. 2020**, revising the guidelines related to absences of government workers due to the required quarantine or treatment for the disease.

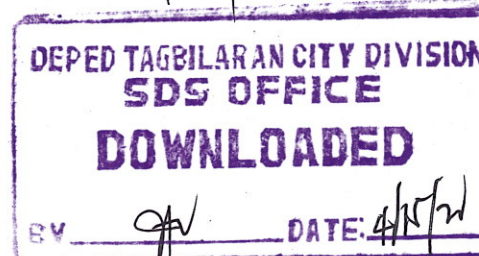
Attached herewith is a copy of the said issuance for information and guidance.

Thank you.


CARLOS A. EVANGELISTA
Director IV

April 7, 2020

Bawat Kawani, Lingkod Bayani



MC No. 08, s. 2020

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENT, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : 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)

President Rodrigo R. Duterte declared the Philippines under State of Calamity pursuant to Proclamation No. 929 dated March 16, 2020. Consequently, a Memorandum from the Executive Secretary dated March 16, 2020 was issued placing the entire Luzon, including the National Capital Region (NCR), under *Enhanced Community Quarantine* while a number of local government units (LGUs) have simultaneously implemented Community Quarantine in their respective jurisdictions.

In line with President Duterte's proclamation and the above-mentioned Memorandum from the Executive Secretary, the Commission promulgated CSC Resolution No. 2000522 on 02 April 2020, adopting the following 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).

1.0 Purpose

These revised guidelines provide for the procedure of availment of leave privileges for absences incurred in relation to the required period of quarantine and/or treatment of public sector officials and employees relative to the COVID-19.

Moreover, said guidelines seek to contribute to ensuring that precautionary measures are adopted in government agencies to avoid the spread of the said virus in the public sector workplace.

Bawat Kawani, Lingkod Bayani

2.0 Scope and Coverage

These guidelines shall apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) including local elective officials.

3.0 Guidelines

- 3.1 It is the responsibility of each government official/employee or any individual serving the public sector to ensure that he/she employs the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace.
- 3.2 All officials and employees in the public sector who came from official or personal travel from countries with or without localized COVID-19 transmissions shall undergo the required fourteen (14) calendar days quarantine in their homes or any appropriate health facility.
- 3.3 All officials and employees in the public sector who came from official or personal local travel who were categorized as Person Under Monitoring (PUM) and Person Under Investigation (PUI) shall undergo the required fourteen (14) calendar days quarantine in their homes or any appropriate health facility.
- 3.4 Absence from work due to the required period of quarantine and/or treatment for the COVID-19, as applicable, shall be treated, as follows:

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
1. Officials and employees coming from official or personal travel from countries with or without localized COVID-19 transmissions who underwent the required quarantine period and/or treatment for COVID-19	1. Absence from work during the fourteen (14) calendar days required quarantine period and treatment for COVID-19, shall be considered as excused absence ¹ (required quarantine leave and/or COVID-19 treatment leave).	Submit to agency's HR office/Unit the following: 1. Application for Leave of absence 2. Certificate issued by government /private physician that he/she has submitted himself/herself for
2. Officials and	2. After the lapse of the	

¹ "Excused Absence" as used in this Resolution shall refer to the period when government personnel are not required to report for work (required quarantine and/or treatment, and work suspension), but are entitled to pay, as declared by the President or the appropriate and competent authorities.

<p>employees coming from official or personal local travel from areas under community quarantine who underwent the required quarantine period and/or treatment for COVID-19</p>	<p>14-day period, and that there is a need for treatment of COVID-19, the subsequent absences incurred shall be treated, as follows:</p>	<p>monitoring/investigation, as applicable, (for PUM and PUI);</p>
<p>3. Government officials and employees who underwent the required period of quarantine and/or treatment for COVID-19 due to localized transmissions while in the performance of their official functions, namely:</p>	<p>a. For those on official travel under categories 1 and 2, and category 3, the period of their treatment shall be considered as excused absence (required COVID-19 treatment leave).</p>	<p>3. Completion of Quarantine Certificate issued by the local quarantine/health official; and</p>
<p>a. Frontline Service Workers, such as:</p>	<p>For those under category 3.a.i (Public Health Workers), excused absence shall be allowed for every instance of required quarantine and/or treatment due to repeated exposure to the disease while in the performance of their duties;</p>	<p>4. Medical Certificate that he/she is cleared to report back to work;</p>
<p>i. Public Health Workers (doctors, nurses, and other members of the health care team);</p>	<p>b. For those on personal travel under categories 1 and 2, and category 4, the period of their treatment shall be considered sick leave chargeable against their leave credits, if any.</p>	<p>and</p> <p>Medical Records showing that he/she was treated of the COVID-19 signed by the attending physician (for those under treatment of COVID-19).</p>
<p>ii. Immigration officers and consular officers;</p>	<p>However, in case work suspension is declared during the required period of treatment, it shall be</p>	<p><i>NOTE: They shall only report to work after the lifting of the "Enhanced Community Quarantine", where it is declared safe to return to work.</i></p>
<p>iii. PNP members and barangay officials assigned in checkpoints, including personnel of PCG, BOC and other agencies assigned as border patrols; and</p>		
<p>iv. Those who are assigned as frontline service</p>		

<p>workers in all government agencies</p> <p>b. Those who are under alternative work arrangements, such as but not limited to work-from-home, skeletal workforce, four-day workweek, and staggered working hours</p> <p>c. Those who had exposure with co-employees who contracted the COVID-19</p> <p>4. Government officials and employees infected through local transmissions due to personal or non-work related activities, who:</p> <p>a. Underwent quarantine in public health facility for observations; or</p> <p>b. Went straight to the hospital for treatment and/or advised to go on quarantine at home because of mild to moderate symptoms.</p> <p><i>Note: This includes those living with family member/s who are either considered as patient under investigation (PUI) or patient under monitoring (PUM).</i></p>	<p>considered excused absence and shall be not chargeable against their earned leave credits.</p>	
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<p>5. Officials and employees, on personal travel from countries with or without localized transmissions WITHOUT APPROVED TRAVEL AUTHORITY BEFORE OR AFTER the declaration of THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 threat, who underwent the required period of quarantine and/or treatment for COVID-19</p>	<p>Absence from work during the fourteen (14) calendar days required quarantine period for COVID-19 shall be considered as sick leave and shall be deducted from their earned sick leave credits, if any.</p> <p>Treatment for COVID-19 shall be charged against their earned sick leave credits.</p> <p>However, in case work suspension is declared during the required period of quarantine and/or treatment, it shall be considered excused absence and shall not be chargeable against their leave credits without prejudice to administrative sanctions as determined by their respective agency/office head.</p>	
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3.5 In the event of circumstances above mentioned wherein the employee has exhausted his/her sick leave credits, Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case the vacation leave credits have been exhausted, the employee may apply for sick leave of absence without pay.

3.6 For government officials and employees not covered under items 3.4.1 to 3.4.4, in case of work suspension, they are considered on excused absence, thus it shall not be deducted from their earned leave credits.

3.7 For government officials and employees, covered by the Interim Guidelines under Categories 1 to 3 whose period of quarantine and/or treatment was deducted against their leave credits prior to the issuance of these Revised Interim Guidelines can have the said leave credits restored through their respective agencies' Human Resource/Personnel Office/s/Units.

3.8 The Updated Decision Tool as of March 10, 2020 issued by the DOH including its Department Circular No. 2020-0080 and/or Department Memorandum No. 2020-0090 shall apply. Moreover, future instructions/advisories issued by the Office of the President based on the recommendation/s of the IATF-EID on the assessment and management of COVID-19 shall also be subsequently applied. For announcements and public advisories, you may visit the following official DOH channels:

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3.9 Office heads shall also ensure that efficiency and productivity work standards are met, and that delivery of public service is not prejudiced during the required quarantine and/or treatment of concerned officials and employees.

3.10 Other documents that may be required in support of absences due to required quarantine period or treatment in relation to COVID-19 are the following:

Documents	On Official Business	Personal Travel
Travel Authority (<i>International</i>)	/	/
Office Order (<i>International/Local</i>)	/	x
Certificate of Appearance (<i>Local</i>)	/	x
Laboratory Test Results	/	/
Waiver	x	/
Other Travel Documents	/	/

4.0 Responsibilities of the Agency head

The agency head through the Human Resource Management Office/Officer shall monitor the implementation of the use of leave credits for absences due to quarantine and/or treatment relative to COVID-19 based on these Interim Guidelines.

5.0 Repealing Clause

All other existing guidelines which are inconsistent with these Revised Interim Guidelines are deemed repealed or modified accordingly.

6.0 Effectivity

This Resolution shall take effect retroactively on March 16, 2020, the start of the Enhanced Community Quarantine in Luzon, and shall remain in force until the State of Public Health Emergency and the Community Quarantine has been lifted by the Office of the President.


ALICIA dela ROSA - BALA
Chairperson

02 April 2020