



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

December 2, 2020

DIVISION MEMORANDUM

No. 292, s. 2020

**REITERATION OF THE GUIDELINES ON THE GRANT OF SPECIAL EMERGENCY  
LEAVE DUE TO NATURAL CALAMITIES OR DISASTERS**

To: Division Office Personnel  
Public Elementary and Secondary School Heads  
Public School Teachers and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to Regional Memorandum No. 0622, s. 2020 and DepEd MEMO OM-PHROD-2020-00423, dated November 19, 2020, on the **Reiteration of the Guidelines on the Grant of Special Emergency Leave Due to Natural Calamities and Disasters**, this Office hereby disseminates this information which is self-explanatory.
2. For details, kindly refer to the attached Regional Memorandum and DepEd Memo OM-PHROD-2020-00423.
3. Immediate and wide dissemination of this Memorandum is desired.

*For the SDS:*

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

  
**AQUILINO T. MILAR, JR., Ph.D**  
ADMINISTRATIVE OFFICER V

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

DEC 01 2020

REGIONAL MEMORANDUM  
No. 0622, s. 2020

**REITERATION OF THE GUIDELINES ON THE GRANT OF SPECIAL EMERGENCY LEAVE  
DUE TO NATURAL CALAMITIES OR DISASTERS**

To: **Schools Division Superintendents**  
**All Personnel Concerned**

1. For information and guidance of all concerned, enclosed is a copy of DepEd MEMO OM-PHROD-2020-00423, dated November 19, 2020, entitled "*Reiteration of the Guidelines on the Grant of Special Emergency Leave Due to Natural Calamities or Disasters*", which is self-explanatory.
2. For more information and guidance, please see attached memorandum.
3. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director III  
OIC-Regional Director

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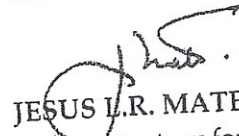
## Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
OM-PHROD-2020-00423

TO : Heads of Offices  
All Personnel Concerned

FROM :   
JESUS L.R. MATEO  
Undersecretary for Planning, Human Resource and  
Organizational Development

SUBJECT : *Reiteration of the Guidelines on the Grant of Special Emergency  
Leave Due to Natural Calamities or Disasters*

DATE : 19 November 2020

In light of the latest tropical storms and disasters that hit several regions in the Philippines and the natural calamities experienced by the country all year-round as a result of climate change and global warming, this memorandum is being issued to reiterate the guidelines on the grant of Special Emergency Leave (SEL) to DepEd employees affected by natural calamities/disasters.

This memorandum is pursuant to DepEd Memorandum No. 154 s. 2012, anchored on Civil Service Commission Memorandum (CSC) No. 02 dated 16 February 2012, *Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters* and CSC MC No. 16 dated 17 October 2012, *Supplemental Guidelines in the Grant of Special Emergency Leave*.

Hence, all DepEd officials, teaching and non-teaching employees directly affected by any natural calamity or disaster may apply for a **special five-day emergency leave**, in accordance with the general and procedural guidelines provided by this memorandum.

### A. General Guidelines in the Grant of Special Emergency Leave

1. The Special Emergency Leave shall be for a maximum of five (5) days in a year and non-deductible from the employee's earned leave or service credits.
2. It may be availed by severely affected employees within thirty (30) days from the actual occurrence of the natural calamity/disaster in straight working days or on staggered basis.

For this issuance, "severely affected" shall mean any of the following circumstances caused by the calamity/disaster: casualty of the employee or his/her immediate family member which includes loss of life, injury or disease, and missing during the emergency or disaster; damage/destruction of property and assets; and loss of services.

3. **Natural calamity or disaster** is defined as any case that have profound environmental effect and/or human loss and frequently cause financial loss such as, but not limited to, typhoons, earthquakes, flooding, volcanic eruption, landslide, and severe ashfall.
4. The special emergency leave may be used for any of the following:
  - a. Urgent repair and clean-up of damaged house;
  - b. Being stranded in affected areas;
  - c. Disease or illness of employees brought by the natural calamity/disaster;
  - d. Caring of immediate family members affected by the natural calamity/disaster.
5. The grant of the Special Emergency Leave shall be based on the **declaration of state of calamity** by the President of the Philippines or the Local Government Unit of the affected area.
  - a. However, in case a specific area was not declared to be under a state of calamity, but was severely affected by a national calamity/disaster, the Heads of Offices shall still grant the Special Emergency Leave to affected employees based on proof/evidence or relevant news accounts that the area of residence was affected.

Governance Level	Head of Office
<i>Central Office (CO)</i>	<i>Secretary</i>
<i>Regional Office (RO)</i>	<i>Regional Director</i>
<i>Schools Division Office (SDO) and Schools</i>	<i>Schools Division Superintendent</i>

6. The Heads of Offices shall take full responsibility for the grant of special emergency leave for offices and schools within their jurisdiction and verification of the employee's eligibility which shall include:
  - a. Validation of their place of residence based on latest available records;
  - b. Verification that the place of residence is covered in the declaration of a state of calamity area by the proper government agency and/or affected by the national calamity/disaster even without the declaration; and
  - c. Situation and extent of damage caused by the calamity/disaster.
7. Heads of Offices shall ensure that tasks and assignments of employees who avail of the said leave shall be covered to provide continuity of office operations and services. Likewise, school heads shall ensure that classes of teaching personnel who will avail the said leave, regardless of learning modality, are not disrupted.

8. Employees under Job Order/Contract of Service (JO/COS) status who meet the above requirements may also avail of the special five-day emergency leave to be considered as excused absence from work.
9. Approval for requests for extension of the allowed maximum 5 days Special Emergency Leave shall be subject to the sound discretion of the Head of Office, upon submission of strong justification on the need for extension.

#### B. Procedural Guidelines in Filing of Special Emergency Leave

1. Affected employees may avail the Special Emergency Leave immediately from the date of the actual occurrence of the natural calamity/disaster, provided that his/her immediate supervisor is duly notified. Application for the said leave must be filed upon the return to work of the affected employee.
2. Should the affected employee avail of the said leave within thirty (30) days from the actual occurrence of the natural calamity/disaster, the application may be filed in advance.
3. The application for leave shall be supported by the following documents:
  - a. Accomplished CSC Leave Form
  - b. Proof of residence (if different from employee records)
  - c. Documents/photos to show situation and extent of damage
  - d. Approved request for extension of SEL signed by Head of Office (if applicable)
4. Online submission and processing of leave requests using electronic signatures will be allowed, provided that concerned personnel/office use their respective official email address/es.

In line with this, Heads of Offices and Human Resource Management Officers (HRMOs) are requested to fast-track the processing and approval of the requests to avail of the special emergency leave.

Heads of Offices are also highly encouraged to provide other assistance and support to the employees affected by these natural calamities and disasters.

Any clarifications or queries regarding the grant of the Special Emergency Leave shall be directed to the BHRD-PD through [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph) or at (02) 8633-9345; or 8633-6682.

Please be guided accordingly.

[BHRD-PD/Cruz]