



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
LRC Bldg., Manila Avenue  
Phil. City, Philippines



*Tanggapan ng Kalihim*  
*Office of the Secretary*

Samang-Samang  
sa DECS

April 15, 1999

**DECS ORDER**  
No. 38, s. - 1999

**EXPANDED COVERAGE OF SPECIAL LEAVE PRIVILEGES**

To: Undersecretaries  
Assistant Secretaries  
Bureau/Regional Directors  
Directors of Services, Centers and Heads of Units  
Schools Superintendents

1. Inclosed is Civil Service Commission (CSC) Memorandum Circular No. 6, s. 1999 on the expanded coverage of the special leave privileges provided for in CSC MC 6 and 20 of 1996 and CSC MC No. 41, s. 1998.
2. Pursuant to CSC Resolution No. 99-0595 s. 1999, Section 21 of CSC Memorandum Circular No. 41, s. 1998, has been amended in order to effect an equitable availment of special leave privileges to all qualified sectors of the bureaucracy, regardless of civil status and personal circumstances.
3. Wide dissemination of this Memorandum is desired.

  
**NILO L. ROSAS**  
*Undersecretary*  
*Officer-in-Charge*

Incl. As stated

References: DECS Orders Nos. 34 and 80, s. 1996

Attachment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

CHANGE  
LEAVE

LEGISLATION  
RULES & REGULATIONS



Republic of the Philippines  
**CIVIL SERVICE COMMISSION**

MC No. 06 s. 1999

**MEMORANDUM CIRCULAR**

TO

ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES

SUBJECT:

Expanded Coverage of Special Leave Privileges provided for in CSC MC 6 and 20 of 1998 & CSC MC No. 41, s. 1998

CSC Resolution No. 99-0595 s. 1999 caused the amendment of Section 21 of CSC Memorandum Circular No. 41, s. 1998 in order to effect the equitable availment of special leave privileges to all qualified sectors of the bureaucracy, regardless of civil status and personal circumstances.

The amendment reads as follows:

**Sec. 21. Special leave privileges.** In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

- a) Personal milestones such as birthdays/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.
- b) Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion, medical needs, among others, where a child of the government employee is involved.
- c) Filial obligations to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.
- d) Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of a wife or maid, and the like.

e) Personal transactions to cover the entire range of transactions an individual does with government and private offices, such as paying taxes, court appearances, arranging a housing loan, etc.

f) Catastrophic accident hospitalization leaves pertain to force majeure events that affect the life, limb, and property of the employee or his immediate family.

1. An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holyday, either before or after the occasion.

2. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.

3. Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non-cumulative and strictly non-convertible to cash.

4. Immediate family in Rule 1 (Definition of Terms) refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support.

This amendment shall take effect immediately.

  
CORAZON ALMA G. DE LEON  
Chairman

9 March 1998

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