MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

DATE : 16 August 2012

SUBJECT : GUIDELINES ON THE AVAILMENT OF SPECIAL EMERGENCY LEAVE (SEL) UNDER THE CIVIL SERVICE COMMISSION (CSC)

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 2, series of 2012, regarding the grant of "Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters," all Heads of Offices are directed to grant a SPECIAL EMERGENCY LEAVE (SEL) to employees living in officially declared calamity areas or directly affected by natural calamity/disaster:

The following guidelines on the availment of Special Emergency Leave (SEL) are hereby prescribed:

1. All POEA officials and employees holding a permanent, temporary or casual appointment may avail of the five (5) days Special Emergency Leave (SEL);

2. The SEL may be availed of by the affected employee within thirty (30) days from the first day of calamity declaration by proper government agencies/authorities;

3. The SEL can be applied for five (5) straight working days or on a staggered basis and will not be deducted from the employee’s existing available leave credits;

4. The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house; being stranded in affected areas; disease/illness of employees brought by natural calamity/disaster; caring of immediate family members affected by natural calamity/disaster;

5. SEL is subject to approval of the immediate supervisors and verification of the employees’ eligibility to be granted thereof. Said verification shall include: validation of the place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

For information and guidance.

HANS LEO J. CACDAC
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON AUG 2 3 2017