



MC No. 23, s, 2020

MEMORANDUM CIRCULAR

- TO** : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES
- SUBJECT** : Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID-19 Pandemic

Pursuant to CSC Resolution No. 2000953 promulgated on November 9, 2020, the Commission resolved to adopt the following Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID-19 Pandemic:

1.0 Purpose

These guidelines provide for the treatment of absences of government officials and employees during the period of community quarantine.

2.0 Scope and Coverage

These guidelines shall apply to all public sector officials and employees in all government agencies and instrumentalities, namely: Constitutional Bodies, Departments, Bureaus, and Agencies of the National Government, Government-Owned or Controlled Corporations (GOCCs) with original charters, Local Government Units (LGUs), and State Universities and Colleges (SUCs) regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) including local elective officials.

3.0 Guidelines

- 3.1** Absences of officials and employees during the imposition of community quarantine due to any of the following circumstances shall be considered as excused absences:

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- a. Stranded abroad or locally while on official travel due to the suspension of all forms of transportation (land, sea and air);
- b. Stranded abroad or locally while on approved personal travel (vacation or sick leave) due to the suspension of all forms of transportation (land, sea and air); provided that there is proof of intention to report back to work such as plane/bus/boat ticket, cancellation of travel and such other competent proof due to lockdown or localized declaration of ECQ/MECQ/GCQ; provided, further that the excused absence covers only the period they are scheduled to report back to work and for the duration of the ECQ/MECQ/GCQ;
- c. Unable to report for work due to health-risks¹ provided they are not qualified for work-from-home arrangement;
- d. Unable to report for work due to the imposition of lockdown declared by the President or localized lockdown under Section 2 of Executive Order No. 112, s. 2020;
- e. Unable to report for work due to suspension of public transportation, or no agency service vehicle/shuttle service was provided to the employees who are on skeleton workforce, subject to the internal guidelines adopted by the agency covering the allowed distance between residence and place of work; and
- f. Jobs/tasks of officials and employees cannot be performed through work-from-home arrangement, and the agency has not assigned any other task(s).

3.2 Absences of officials and employees due to any of the following reasons shall be considered either as vacation or sick leave and shall be charged against earned vacation/sick leave credits:

- a. Failure to report for work after the approved personal leave of absence (locally or abroad) of those who could not present proof as required in item 3.1.b of these guidelines;
- b. Failure to report for work after undergoing the required quarantine leave² and/or required COVID-19 treatment leave³, except for conditions as cited in Items 3.1 c, d, and e;
- c. Failure to report for work of those whose alternative work arrangement requires physical presence in the office and assigned as skeleton force, and support mechanisms are provided like

¹Department of Health (DOH) Administrative Order No. 2020-0015 re: Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation dated April 27, 2020.

² Item 3.4, CSC MC 8, 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).

³ Ibid.

transportation or housing quarters, except those under Item 3.1.c;
and

- d. Failure to make themselves available during the work hours, without justifiable reason, while they are at home in cases where no assignment is given, e.g. non-response to calls or messages.

3.3. Approved leave/s of absence (vacation and/or sick leave) of officials and employees prior to the imposition of community quarantine which took effect during the community quarantine, shall still be considered as leave/s of absence and shall be charged against their earned leave credits, unless their request for cancellation or deferment of leave was approved by the agency/office head or authorized official.

3.4 Officials and employees who were on absence without approved leave (AWOL) prior to March 16, 2020 until the declaration of the community quarantine shall still be considered on AWOL for the period that they have not signified to report for work during the community quarantine.

3.5 Officials and employees who were stranded abroad with approved leave but without travel authority shall be considered absent, and such absences shall be charged against earned vacation and/or sick leave, as applicable.

4.0 Restoration of Leave Credits

Leave credits deducted from the officials and employees due to circumstances specified in Item No. 3.1 above shall be restored accordingly.

5.0 Effectivity

This interim guidelines shall take effect retroactively on March 16, 2020, the date of the President's declaration placing the country under the State of Calamity and the imposition of ECQ throughout Luzon and other areas and shall remain in force until the State of Public Health Emergency has been lifted by the President of the Philippines.


ALICIA dela ROSA-BALA
Chairperson

16 November 2020