

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

May 15, 1996

DECS O R D E R
No. 34, s. 1996

GRANT OF SPECIAL PRIVILEGES

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

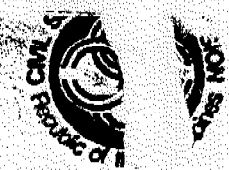
1. Reproduced on the reverse side is a copy of CSC Memorandum Circular No. 6, s. 1996 regarding the grant of special privileges.
2. As stipulated in said CSC-MC, an employee may be granted a maximum of three (3) days within a calendar year for the availment of any special leave privilege(s) of his/her choice. An employee may therefore use the three (3) days allowable for any one or more of these privileges, but the total number of days shall not exceed three days.
3. Such special privileges shall be non-cumulative and non-commutable.
4. The employee shall seek approval of the application for the said privileges for at least one (1) week prior to the availment of the special privilege, except on emergency basis.
5. Only those placed under the "vacation and sick leave" basis are entitled to the special leave privileges. Teachers are therefore precluded from enjoying these privileges.
6. Wide dissemination of this Order is requested.


RICARDO T. GLORIA
Secretary

Reference: None
Allotment: 1-2--(M.O. 1-87)
To be indicated in the Perpetual Index
under the following subjects:

✓EMPLOYEES
✓LEAVE
✓LEGISLATIONS

✓OFFICIALS
✓RULES & REGULATIONS



MC No. 96, s. 1996

MEMORANDUM CIRCULAR

F O R : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS
AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : *Special Privileges*

Pursuant to CSC Resolution No. 96-2242 dated March 21, 1996, the Commission resolved authorize agencies, with or without existing or approved Collective Negotiation Agreement (CNA) to grant Special Privileges enumerated under the checklist of reasonable working conditions in the public sector as embodied in CSC MC No. 30, s. 1994, as follows:

- | | |
|-------------------------------------|---------------------------------|
| a. <i>paternity leave</i> | f. <i>birthday leave</i> |
| b. <i>funeral/mourning leave</i> | g. <i>hospitalization leave</i> |
| c. <i>graduation leave</i> | h. <i>accident leave</i> |
| d. <i>enrollment leave</i> | i. <i>relocation leave</i> |
| e. <i>wedding/anniversary leave</i> | |

subject to the following conditions:

1. *That the employee may be granted a maximum of three (3) days within a calendar year for the availment of any special privilege/s of his/her choice which he/she would opt to avail;*
2. *That such special privileges shall be non-cumulative and non-commutable; and*
3. *That the employee shall seek approval of the application for the said special privileges for at least one (1) week prior to the availment of the special privilege, except on emergency cases.*

It is understood, however, that same, if utilized shall not be charged to or deducted from the officials'/employees' accumulated leave credits.

All other existing Civil Service Commission Resolutions and issuances which are inconsistent herewith, are deemed repealed or amended.

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman

March 21, 1996