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05 March 2020

MEMORANDUM NO. NGY 20-33

TO : Vice Presidents and Secretary of the University
Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **CSC Guidelines on the Procedure of Availment of Leave Privileges for Absences Incurred in Relation to Self-Quarantine and/or Treatment of Public Sector Officials and Employees Relative to COVID-19**

The Civil Service Commission (CSC) has released the guidelines¹ to be observed for absences incurred by government employees 1) due to self-quarantine period and/or treatment of COVID-19, 2) who are taking care of family members who contracted the virus; and 3) Public Health Workers (PHWs) and other employees/officials advised to undergo self-quarantine and/or later tested positive of the virus while in performance of official functions.

In the case of employees and officials who have travel history in countries with confirmed cases, for which a 14-day self-quarantine period is prescribed, please be guided by the following salient points from CSC MC No. 05, s. 2020:

1. Absences during the prescribed fourteen (14) calendar days of observation/ self-quarantine incurred by employees and officials who have history of travel, either official or personal, from China and its Special Administrative Regions (SAR) and other countries identified by Philippine authorities, shall not be deducted from their earned leave credits [Section 3.3].
2. A Medical Certificate clearing the employee/official to report back to work issued by a government/private physician must be submitted to the HRDO [Section 3.3: Procedure Upon Return to Work].
3. Heads of Units must ensure the efficiency and productivity of their units, should there be employees or officials unable to report to work as they observe the self-quarantine period [Section 3.5].

In line with this, work-from-home arrangements may be discussed and agreed upon between the heads of units and employees, if and when deemed necessary.

4. If there have been deductions made against the leave credits of employees or officials covered by the guidelines prior to the issuance of the said MC, the leave credits shall be restored by HRDOs [Section 5.0].

For the complete guidelines and procedure, kindly refer to the attached copy of the CSC MC. For your guidance and implementation.

NESTOR G. YUNQUE
Vice President for Administration

cc: Office of the President

¹ Memorandum Circular (MC) No. 05, s. 2020 re: Interim Guidelines on the Use of Leave Credits for Absences due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (COVID-19) dated 20 February 2020.