



MC No. **06**, 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All other existing Civil Service Commission Resolutions and issuances which are inconsistent herewith, are deemed repealed or amended.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



[Re : Special Privileges]

RESOLUTION NO. **962242**

WHEREAS, Sections 1 and 2, Rule VIII of the Omnibus Rules, Implementing Book V of the Administrative Code of 1987 provide as follows:

“Sec. 1. Every department x x x shall create an environment or work climate conducive to the development of personal skills, talents and values for better public service;

Sec. 2. The Career and Personnel Development Plan shall include x x x, provisions for welfare, counseling, recreation and similar services, x x x.” (underscoring supplied)

WHEREAS, in accordance with these provisions, and as the central personnel agency of the government, the CSC pursuant to CSC MC No. 30 s. 1994 came up with a checklist of reasonable working conditions in the public sector which may be used by the management and the union in their negotiation and which include among other reasonable working conditions the grant of special privileges, 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> | |

WHEREAS, the abovementioned Circular did not specify the total number of days the management and union can negotiate;

WHEREAS, numerous agencies are requesting for the grant of said special privileges to their employees with varied number of days;

WHEREFORE, this Commission hereby resolves to authorize agencies, with or without existing or approved CNA, to grant Special Privileges, 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 Civil Service Commission Resolutions and issuances which are inconsistent herewith are deemed repealed or amended.

This Resolution shall take effect immediately.

Quezon City, **MAR 21 1996**


CORAZON ALMA G. DE LEON
Chairman


RAMON P. ERENETA, JR.
Commissioner


THELMA P. GAMINDE
Commissioner

Attested by:


CARMENCITA GISELLE B. DAYSON
Board Secretary VI