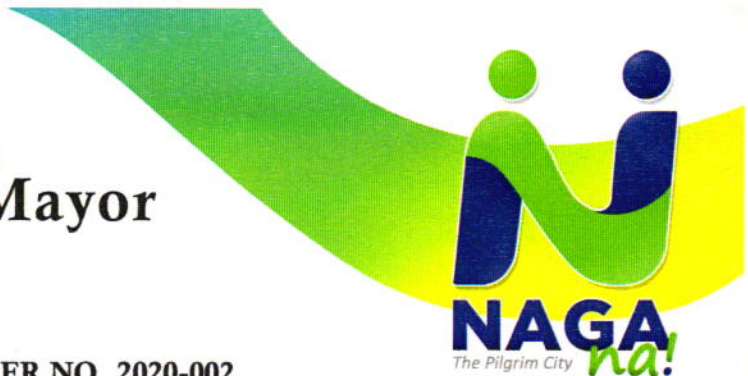




Republic of the Philippines
Office of the City Mayor
 City of Naga, 4400



EXECUTIVE ORDER NO. 2020-002
 VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV

**SETTING THE GUIDELINES ON SPECIAL EMERGENCY LEAVE FOR
 CITY GOVERNMENT EMPLOYEES AFFECTED BY NATURAL OR
 MAN-MADE CALAMITIES**

WHEREAS, Civil Service Commission Memorandum Circular No. 2, series 2012, provides for Special Emergency Leave to Government Employees affected by Natural Calamities/Disasters;

WHEREAS, questions were raised about the procedure and guidelines on availment of said leave in the context of the City Government of Naga;

WHEREAS, for clarity and to advance the present thrust of building a self-reliant and caring city by upholding the people's constitutional rights to life, health, safety and property and promoting the general welfare at all times, especially during disasters and calamities, there is a need to set guidelines on Special Emergency Leave for city government employees affected by natural or man-made calamities;

NOW THEREFORE, I, NELSON S. LEGACION, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. SPECIAL EMERGENCY LEAVE. A five-day special emergency leave is hereby authorized to be granted to city government employees, permanent and casual, directly affected by natural or man-made calamities. It can be applied for five (5) straight working days or on staggered basis.

The aforesaid leave shall not be deducted from the employee's leave credits;

SECTION 2. GROUNDS. The said leave may be availed of only on any of the following reasons:

- (i). Urgent repair and clean-up of damaged house;
- (ii). Being stranded by reason of natural or man-made calamities;
- (iii). Disease/illness was acquired by the employee due to the natural or man-made disaster; or
- (iv). Caring of immediate family members (i.e. child, spouse and/or parents) who got ill by reason of the natural or man-made calamity.



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SECTION 2. PERIOD. The Special Emergency Leave may be availed of by the affected city government employees only within thirty days from the first day of declaration by the Sangguniang Panlungsod that the city is under a state of calamity.

SECTION 3. PROCEDURE. Qualified permanent and casual employees, regardless of years in service, may avail of the Special Emergency Leave by writing their respective heads of office about their intention to do so, stating therein the number of days and dates they intend to be on leave as well as the ground for availment with corresponding attachments or documents supporting the same, such as Barangay Certification and photos that the employee's house has been damaged or a duly-issued Medical Certificate.

The concerned head of office shall take full responsibility in verifying the existence of any of the valid grounds for availment of the Special Emergency Leave, and in recommending to the City Human Resource Management Office the grant of the special emergency leave. Offices that handle delivery of basic services, health services, and disaster or emergency response must ensure though that efficacy of their performance will not be affected.

The letter of the city government employee and the recommendation of the concerned head of office shall be submitted to the City Human Resource Management Office in white long folder for verification and approval.

SECTION 4. NOTICE OF DECLARATION OF STATE OF CALAMITY. It is incumbent upon all the offices of the city government, particularly the City Human Resource Management Office, to take notice of the day and time that the Sangguniang Panlungsod of Naga has declared a state of calamity in the City of Naga and to obtain copy of the legislative measure appurtenant thereto.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 27th day of January, Two Thousand and Twenty in the City of Naga, Philippines.

NELSON S. LEGACION
City Mayor

Attested by:

FRANCISCO M. MENDOZA
Acting City Administrator