



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

November 23, 2023

DIVISION MEMORANDUM

No. 402 s, 2023

**REITERATION OF GUIDELINES ON THE GRANT OF SPECIAL EMERGENCY  
(CALAMITY) LEAVE OF UP TO FIVE (5) DAYS**

To: Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
Administrative Office  
HRM Office  
School and District Heads  
Administrative Officers  
All other concerned

1. In consonance with the Declaration of State of Calamity of the Province of Northern Samar per *Sangguniang Panlalawigan* Resolution No. 371, s. 2023, dated November 21, 2023 effecting the provisions of CSC Memorandum Circular No. 2, s. 2012 and CSC Memorandum Circular No. 16, s. 2012 setting the Guidelines on the Grant of Special Emergency Leave which can be applied for ***xxx a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster xxx in a year xxx.***
2. CSC MC 16, s. 2012, mandates the ***xxx heads of offices, [and in this case school heads] shall take full responsibility for the grant of special emergency leave xxx.*** [emphasis added].
3. Item G, (i)(d) (1) and (2) of DepEd Order No. 01, s. 2023 mandates that ***xxx school heads shall sign as recommending approval for the leave forms of teaching and non-teaching personnel, and the assistant schools division superintendent shall sign the approval. Likewise, the assistant schools division superintendent shall sign as recommending approval for the leave forms of school heads, head teachers and teachers-in-charge and the schools division superintendent shall sign the approval. xxx.***
4. Based on the aforesaid declaration and guidelines all teaching and non-teaching personnel of this Division, including IUs schools, may opt to apply for and be granted Special Emergency Leave by submitting his/her CSC Form 6 Leave Form indicating either a five (5) straight working days leave or staggered days leave ***within thirty (30) days from date of actual occurrence of calamity or until December 20, 2023.***



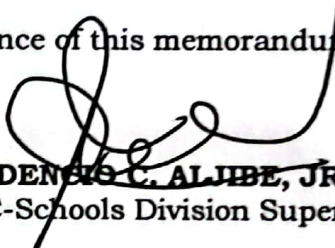
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5. Heads of offices/schools are directed to make arrangements that ensure that frontline basic services are adequately provided by their respective offices during leave of the employee, likewise school heads must ensure that there is no disruption of classes during the leave of the teachers.
6. The Division HRM Office and respective Administrative Officer II of schools and districts shall ensure that those who have previously availed of the Special Emergency Leave, be entitled to the remainder of their un-availed balance for this year, or in case the applicant needs and applies more than five (5) days leave.

In these cases, the schools division superintendent, may sign and authorize the grant of said leave for the un-availed balance and excess of five (5) days leave. The Administrative Officer II concern shall prepare a summary, which shall be endorsed by the District Head to the Division Administrative Office.

7. Immediate dissemination and compliance of this memorandum is desired.

  
**GAUDENSIO C. ALJIBE, JR., CESO VI**  
OIC-Schools Division Superintendent



DepEd Northern Samar  
**RELEASED**

By: \_\_\_\_\_  
Date: 11/24/23