



"... PARA SA TUNAY NA PAGBABAGO"

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OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 40
Series of 2020

AN ORDER GRANTING A FIVE (5) DAY SPECIAL EMERGENCY LEAVE TO GOVERNMENT EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF DUPAX DEL NORTE AFFECTED BY NATURAL CALAMITIES/DISASTERS

WHEREAS, it is a declared policy of the State to uphold the people's constitutional rights to life, health, safety and property, and to promote the general welfare of its people at all times, especially during disasters and calamities;

WHEREAS, in light of the natural calamities experienced by our country as a result of climate change and global warming, the Local Government Unit of Dupax del Norte deemed it necessary to provide assistance in the form of special emergency leave to its employees in the occurrence of such disaster or calamity;

WHEREAS, pursuant to the Civil Service Commission Resolution No. 1200289 dated February 8, 2012, the guidelines for the grant of special emergency leave to government employees affected by natural calamities or disasters was issued;

NOW THEREFORE, I, TIMOTHY JOSEPH E. CAYTON, by the power vested in me by law do hereby order the following:

The grant of special emergency leave shall cover employees affected by natural calamities or disasters in accordance to the Civil Service Commission Resolution No. 1200289 guidelines:

1. A five-day special emergency leave shall be granted to government employees directly affected by natural calamity/disaster;
2. The special emergency leave can be applied for five straight working days or on staggered basis and will not be deducted from the employee's leave credits;
3. The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural disaster/calamity, caring of immediate family members affected by natural disaster/calamity;
4. The special emergency leave may be availed of by the affected employees within thirty days from the first day of calamity declaration by appropriate government agencies/authorities;
5. A commonly declared natural calamity/disaster may include, but not limited to, earthquakes, flooding, volcanic eruption and landslide that have profound environmental effect and/or human loss and frequently cause financial loss.

This order shall take effect immediately.

Done this 16th day of November 2020 at Dupax del Norte, Nueva Vizcaya.


ATTY. TIMOTHY JOSEPH E. CAYTON
Municipal Mayor