

OCA CIRCULAR NO. 118-2012, November 06, 2012

OCA CIRCULAR NO. 118-2012, November 06, 2012

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/d3351369a690/>

TO : ALL JUDGES AND PERSONNEL OF THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS AND SHARI'A CIRCUIT COURTS

SUBJECT :

SPECIAL EMERGENCY LEAVE TO GOVERNMENT EMPLOYEES AFFECTED BY NATURAL CALAMITIES/DISASTERS

Quoted hereunder is Memorandum Circular No. 2, s. 2012 dated February 16, 2012, of the Civil Service Commission, for the information and guidance of all concerned:

"Pursuant to CSC Resolution No. 1200289 dated February 8, 2012, the Commission hereby adopts the following guidelines in the grant of special emergency leave to government employees affected by natural calamities/disasters:

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 calamity/disaster, caring of immediate family members affected by natural calamity/disaster;
4. The special emergency leave may be availed of by the affected government employees within thirty days from the first day of calamity declaration by proper 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; and
6. The head of office shall take full responsibility for the grant of special ' emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

The grant of special emergency leave shall cover employees affected by typhoons Pedring, Quiel and Sendong and other landslides/flashfloods/natural calamities that occurred after typhoon Ondoy. Affected employees whose leave credits were previously deducted may request for restoration thereof, subject to the approval of the head of office.

These guidelines shall take effect immediately.

(Sgd.) FRANCISCO T. DUQUE III, MD, MSc
Chairman"

To facilitate the grant of special emergency leave to judges and lower court personnel, the Clerk of Court shall submit to the Employees' Leave Division, Office of Administrative Services, Office of the Court Administrator, within ten (10) working days from the first day of natural calamity/disaster, the list of names and residence addresses of judges and/or employees directly affected by the natural calamity/disaster duly noted by the Presiding Judge (for those in court branches) or the Executive Judge (for those in the Office of the Clerk of Court).

Please be guided accordingly.

November 6, 2012.

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.