SPECIAL PRIVILEGES

Read online (full-text search, related cases, audio case brief): https://batas.org/library/e27685dcccc9/

Pursuant to CSC Resolution No. 96-2242[*] dated March 21, 1996, the Commission resolved to 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. paternity leave

b. funeral/mourning leave

c. graduation leave

d. enrollment leave

e. wedding/anniversary leave

f. birthday leave

g. hospitalization leave

h. accident leave

i. relocation leave

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All other existing Civil Service Commission Resolutions and issuances which are inconsistent herewith, are deemed repealed or amended.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.

Adopted: 21 Mar. 1996

(SGD.) CORAZON ALMA G. DE LEON
Chairman

---

[*] Appendix 1

RESOLUTION NO. 96-2242

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

> "SECTION 1. Every department x x x shall create an environment of work climate conductive to the development of personal skills, talents and values for better public service;
>
> SECTION 2. The Career and Personal 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. paternity leave

b. funeral/mourning leave

c. graduation leave

d. enrollment leave

e. wedding/anniversary leave

f. birthday leave

g. hospitalization leave

h. accident leave

i. relocation leave

WHEREAS, the abovementioned Circular did not specify the total number of days 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 existing Civil Service Commission Resolutions and issuances which are inconsistent herewith, are deemed repealed or amended

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

This Resolution shall take effect immediately.

Adopted: 21 Mar. 1996

(SGD.) CORAZON ALMA G. DE LEON
Chairman

(SGD.) RAMON P. ERENTA, JR.
Commissioner

(SGD.) THELMA P. GAMINDE
Commissioner

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.