REGIONAL MEMORANDUM  
No. ___________________, s. 2021

FAMILY/HOME VISIT PRIVILEGE (FHVP)

To: All Schools Division Superintendents

1. This has reference to the attached Memorandum dated April 19, 2021 from Atty. Revisse A. Escobedo, Undersecretary for Field Operations, Palarong Pambansa Secretariat, and DEACO, Department of Education, re: Family/Home Visit Privilege (FHVP). Please take note of the rules and guidelines mentioned on the grant of the said privilege.

2. It is informed that the department has received Notices of Disallowance by the Commission on Audit affecting incumbents of the Career Executive Service positions which have availed of the said privilege. In line with this, please accomplish and submit the three (3) forms (duly signed and scanned) on or before May 14, 2021 to the Administrative Division–Personnel Section at aubrey.bawing@deped.gov.ph, for consolidation of this Office.

3. For information, guidance and strict compliance.

TOLENTINO G. AQUINO  
Director IV

Encl.: Memorandum (April 19, 2021) from Atty. Escobedo  
Reference: Memorandum (April 19, 2021) from Atty. Escobedo  
To be indicated in the Perpetual Index  
Under the following subjects:

EMPLOYEES PRIVILEGES OFFICIALS POLICY

AD/hfa/RM  
April 26, 2021
MEMORANDUM

To : Regional Directors
    Schools Division Superintendents
    All others concerned

From : Atty. REVSEE A. ESCOBEDO
       Undersecretary

Subject: FAMILY/HOME VISIT PRIVILEGE (FHVP)

Date : 19 April 2021

This has reference to the Career Executive Service Board (CESB) Resolution No. 815, series of 2009, entitled: "Family/Home Visit Privilege for Incumbents of Career Executive Service (CES) Positions." The same has been amplified in CESB Circular No. 1, s. 2010, which has laid down the rules and guidelines on the grant of Family/Home Visit Privilege (FHVP) to an incumbent of a CES position, to wit:

1. The FHVP is a paid family visit granted once a month to incumbents of CES positions who are assigned to work stations that are at least fifty (50) kilometers away from their domicile, or that which requires travel by sea or air, or that which requires travel by sea or air.

2. The privilege is made up of two (2) working days—a month inclusive of travel time from work station to residence and vice versa . . .

3. The days allotted to the monthly FHVP shall not be cumulative and should the privilege be not availed of within the given month, the same shall be forfeited.

4. Only actual transportation expenses shall be allowed/charge against the Maintenance and other Operating Expenses (MOOE) of the office where the officers are assigned, subject to the availability of funds. (underscoring for emphasis)

xxx

Notwithstanding the abovementioned rules and guidelines, the Department has received a total of thirty-eight (38) Notices of Disallowance issued by the Commission on Audit (COA) affecting incumbents of CES positions who have availed of the FHVP.

In this regard, may we respectfully seek your kind assistance in providing us with pertinent information on the FHVP availment of CES officials by accomplishing the following attached forms:

1. Annex A – Officials who are presently reassigned or transferred involuntarily to a work station away from their domicile and family;
2. Annex B – Officials who availed of the FHVP from 2009 to present; and
Field Operations, Palarong Pambansa Secretariat, and DEACO

3. Annex C – MOOE budget spent for the actual transportation expenses incurred by the officials from family/home visits from 2009 to present.

Please submit the requested information on or before **20 May 2021**. For clarifications, please contact Mr. Allan Jerome Gutierrez of the Personnel Division, DepEd Central Office through email at allan.gutierrez@deped.gov.ph.

Thank you.
ANNEX A
OFFICIALS PRESENTLY REASSIGNED OR TRANSFERRED INVOLUNTARILY TO A WORK STATION AWAY FROM THEIR DOMICILE AND FAMILY

Name of Agency: ________________________________

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME OF CES OFFICIAL</th>
<th>DETAILS OF REASSIGNMENT/TRANSFER</th>
<th>PERIOD OF REASSIGNMENT/DATE OF TRANSFER</th>
<th>REMARKS</th>
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<td>FROM POSITION AND SALARY GRADE OFFICE AND LOCATION</td>
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Prepared by: ________________________________

(Chief, Administrative/HR Division)
Name and Signature Over Printed Name
Date: ____________________________

Approved: ________________________________

(Head, Administrative/HR Service)
Name and Signature Over Printed Name
Date: ____________________________
ANNEX B
OFFICIALS WHO AVAILED OF THE FAMILY/HOME VISIT PRIVILEGE: 2009 – PRESENT

Name of Agency: ________________________________

<table>
<thead>
<tr>
<th>YEAR</th>
<th>NAME OF CES OFFICIAL</th>
<th>POSITION AND SALARY GRADE</th>
<th>DOMICILE/PLACE OF RESIDENCE</th>
<th>OFFICE AND LOCATION WHERE THE OFFICIAL WAS REASSIGNED/TRANSFERRED</th>
<th>NO. OF MONTHS THE OFFICIAL AVAILED OF THE FHVP</th>
<th>TOTAL ACTUAL TRANSPORTATION EXPENSES INCURRED BY THE OFFICIAL CHARGED AGAINST THE AGENCY MOOE BUDGET</th>
<th>REMARKS</th>
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Prepared by:  
(Chief, Administrative/HR Division)  
Name and Signature Over Printed Name

Approved:  
(Head, Administrative/HR Service)  
Name and Signature Over Printed Name
ANNEX C

MOOE BUDGET SPENT FOR THE ACTUAL TRANSPORTATION EXPENSES INCURRED BY CES OFFICIALS FROM FAMILY/HOME VISITS: 2009 – PRESENT

Name of Agency: ______________________________

<table>
<thead>
<tr>
<th>YEAR (1)</th>
<th>NO. OF CES OFFICIALS WHO AVAILED OF FHVP (2)</th>
<th>TOTAL ACTUAL TRANSPORTATION EXPENSES INCURRED BY THE OFFICIALS CHARGED AGAINST THE AGENCY MOOE BUDGET (3)</th>
<th>TOTAL MOOE BUDGET (4)</th>
<th>PERCENTAGE OF THE MOOE BUDGET SPENT FOR FHVP AVAILMENT (5) = (3) / (4) x 100</th>
<th>REMARKS (5)</th>
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Prepared by: __________________________
(Chief, Administrative/HR Division)
Name and Signature Over Printed Name
Date: __________________________

Approved: __________________________
(Head, Administrative/HR Service)
Name and Signature Over Printed Name
Date: __________________________