Office of the Regional Director

REGIONAL MEMORANDUM
No. 1030, s. 2021

APPLICATION OF COVID-RELATED ABSENCES, BENEFITS UNDER EMPLOYEES’ COMPENSATION COMMISSION AND REQUIREMENTS THEREOF

To: All Schools Division Superintendents
   Elementary and Secondary School Heads
   Public Elementary and Secondary Teachers
   All Non-Teaching Personnel
   All others concerned

1. With the transmission of COVID-19 and its variants, some of our teaching and non-teaching personnel in Region 1 had already contracted said virus and others have been exposed despite the stringent health protocols they have observed.

2. It is informed, however, that absences related to COVID-19 may be charged to leave credits or service credits only to the extent of mandatory 14-day quarantine or treatment period as explained in the following presentation:

   ![Table Image]

   *If Sick Leave (SL) credits are exhausted, use of vacation leave credits is allowed in lieu of SL credits.
   Reference: CSC MC No. 5, s. 2020 & CSC No. 8, s. 2020

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1 Obtained from [https://www.facebook.com/annalynmseville/posts/587521538581325](https://www.facebook.com/annalynmseville/posts/587521538581325) last viewed on 08 September 2021

DepEd Region 1: Built on character; empowered by competence.
3. To standardize the documentary requirements in filing for the quarantine or treatment leave, the following shall be submitted to the Human Resource Officer:

   a. Filing of Leave form immediately after return to work stating the reason for absences (quarantine/treatment due to COVID-19);
   b. Certification from Medical Officer/Physician that the personnel had been positive for COVID-19 and required additional number of days (indicate number of days) for treatment; and
   c. Negative RT-PCR Result for personnel who has been treated for COVID-19;
   d. For those who have been required to isolate or quarantine only, Certification from Barangay/DepEd Medical Officer that the personnel had undergone quarantine at home or any isolation facility is sufficient.

4. With respect to personnel who were affected by the virus, the Employees’ Compensation Commission (ECC) included COVID-19 in its list of occupational and work-related diseases through Board Resolution No. 21-04-14, and shall be provided with financial assistance worth P30,000 subject to the compliance of the following requirements:

   a. Certificate of employment from the employer, indicating last day of reporting to work;
   b. Reverse transcriptase-polymerase chain reaction (RT-PCR) test result showing positive Covid-19 from any Department of Health (DOH)-accredited testing facility;
   c. Medical records as appropriate; and application forms.

5. The ECC is not, however, precluded to determine whether COVID-19 was contracted in line with the performance of work.

6. Any issues and concern must be directed to the Schools Division Office Personnel Unit.

7. For guidance and strict compliance.

TOLENTINO G. AQUINO
Director IV