

**ADMINISTRATIVE ORDER**No. 05

Series of 2017.

SUBJECT : **Guidelines on the Availment of Association Leave****I. RATIONALE**

Pursuant to the Collective Negotiation Agreement (CNA) between the Department and the Social Welfare Employees Association of the Philippines (SWEAP) which was signed on August 26, 2016 with a validity of three (3) years, officials and members of the Association are entitled to annual Association Leave, as follows:

SWEAP National President	-	120 days
SWEAP National Officer	-	50 days
SWEAP Regional/Chapter	-	150 days***
Association Members	-	4 days

It is also provided therein that such Association Leave shall be used only for union related work and activities, and shall be subject to giving prior notice to concerned supervisors.

The Association Leave may be availed of by SWEAP officers and members in the Central Office and in the Field Offices. The organizational unit in-charge of personnel administration in the Central Office and in the Field Offices shall monitor and ensure proper implementation thereof. Hence, the need to issue this Administrative Order for purposes of clarity, uniformity and consistency in the interpretation and implementation of the Association Leave.

**II. COVERAGE**

This Memorandum Circular shall cover SWEAP officers and members in the Central Office and in the Field Offices who are either permanent, temporary, casual, or contractual employees of the Department. **SWEAP Officers** shall include the elected officers and the **Chairpersons and Members of the different Committees** duly constituted by the SWEAP through Board Resolution/s.

**III. GENERAL GUIDELINES**

1. Association Leave shall refer to the time to be used/devoted by SWEAP officers and members in doing union related activities such as union meetings, lobbying and advocacies, committee work, researches, **emergency assistance to**

***members in crisis***, and other lawful union activities related to protection and promotion of rights/welfare of DSWD employees and of better public service.

2. The Department recognizes the right to avail of Association Leave. However, it must always yield to the exigency of the service, because well entrenched is the precept that public service delivery must always be a priority. Therefore, prior notice to the immediate supervisor shall be done by SWEAP officer or member availing of such leave. As a general rule notice shall be done, whenever possible, five (5) days in advance.
3. However, when it is warranted under unusual circumstance/s, the prior notice requirement may be waived, provided that the Union Officer/Member must advise his/her immediate supervisor on the day that he/she is on Association Leave or on the 1<sup>st</sup> day of such leave if it will cover more than one day, through any available means of communication.
4. A certificate of appearance (CA), or certification signed by the SWEAP National or Chapter President, or other appropriate document/s officially endorsed by the SWEAP National/Chapter President as proof of participation of a particular SWEAP officer/member in union related activities, shall be submitted to the office in-charge of personnel administration not later than five (5) working days after availment.
5. Should the concerned officer/member fail to submit any of the documents mentioned herein within the said timeline, his/her Association Leave shall be deducted from his/her vacation leave credit/s or from his/her salary if his/her vacation leave credit/s is/are already exhausted. In no case shall extension of or exemption from the five (5) working-day timeline in the submission of CA or other documentary proof be allowed, for purposes of discipline and accountability in the availment of the Association Leave.
6. The office in-charge of personnel administration shall ensure that the availment of the Association Leave is in accordance with the allowable number of days as provided in the CNA and any additional Association Leave granted by the Department for justifiable reasons, as requested by the Association. They shall be held accountable for improper implementation/recording/monitoring of the Association Leave.
7. In cases where a SWEAP Officer/Member has gone on Association Leave, but fails to submit the documents mentioned in Item 4 hereof, or his/her Association Leave is found to be in excess of the allowable number, such absence shall be deducted from his/her vacation leave credits or from his/her salary if his/her vacation leave credits have already been exhausted.
8. A SWEAP National Officer who is also a Chapter Officer shall be entitled to both the Association Leave for National Officer and Chapter Officer.

9. Cases not covered in this Circular shall be elevated to the AMCC Chairperson for resolution.

This Administrative Order shall take effect immediately.

Issued this 11<sup>th</sup> day of April, 2017.

  
JUDY M. TAGUIWALO  
Secretary

Certified True Copy:

  
MYRNA H. REYES

Records & Archives Mgt. Section