



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
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MEMORANDUM CIRCULAR

No. 00 14
Series of 2010

SUBJECT: Guidelines on Extending Sympathy to Bereaved Families of Former and Active DSWD Personnel

I. RATIONALE

Public organization, like any other organizations, is a group of people identified by a shared interest or purpose. Because of this, professional and personal relationships develop among them, and co-workers eventually become the personnel's extended professional family.

When an employee experiences emotional grief because of death of a love one, the grief from such personal loss may also have impact on colleagues being his/her extended professional family thereby affecting work environment and deliverable outputs.

As members of the extended professional family, employees are there to provide emotional support and/or financial help in times of need or crisis, like death of present personnel, former personnel and/or their dependents or victims of calamity.

It is in this context that the Department sees the need to regulate the extension of sympathy to bereaved families of active and former DSWD Personnel. Hence, the issuance of this Memorandum Circular.

II. LEGAL BASES

Resolution No. 97-4684 dated December 18, 1997 and circularized in CSC MC No. 33, s. 1997 (policy on working conditions at the workplace), which aims to institutionalize viable programs to improve the working conditions in the government.

III. COVERAGE

This Circular shall apply to present and former DSWD officials and employees.

IV. IMPLEMENTING GUIDELINES

1. Death of Present and Former DSWD Official or Employee

In the event of death of present or former DSWD official or employee, it shall be the responsibility of Offices, Bureaus, Services or operating units, where the official or employee is employed or was connected, to immediately inform the Human Resource Management and Development Service (HRMDS). After verification of the report from a close relative of the deceased or from a reliable source, the HRMDS shall then issue a Memorandum announcing the same reflecting the office where the deceased official or employee is connected.

2. Death of Members of Immediate Family of Present DSWD Official or Employee

Only the death of immediate family member of present official or employee shall be announced in the office, upon request of the bereaved personnel himself/herself. If informed through his/her colleagues, the HRMDS shall verify the facts from the personnel himself or herself. For purposes of this Circular, immediate family member refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the official or employee for support. (*CSC Resolution No. 99-0595 dated March 9, 1999*).

3. Voluntary Contribution

Those who wish to give voluntary contribution may do so through the Office/Bureau/Service/Division/Operating Unit where the DSWD personnel belongs. Personnel from other units who may wish to give voluntary contribution may coordinate with the unit where the deceased or bereaved official/employee belongs or used to belong.

4. Other Expressions of Sympathy

4.1 Expressions of sympathy such as wreath or mass card shall be provided to the bereaved family of the deceased DSWD personnel (former or active), in behalf of DSWD. The cost of the wreath or mass card shall be chargeable against Extraordinary and Miscellaneous Expenses (EME) of the Office where the deceased personnel is connected or was formerly connected.

4.2 In case of officials (former or active), the Department shall provide a wreath in behalf of DSWD chargeable against the EME of the Office of the Secretary. In consultation with the bereaved family, the DSWD may organize and participate in the necrological service. This shall be decided by the Executive Committee. The Undersecretary for GASS or his/her designated representative shall be assigned to assist the bereaved family in organizing the necrological service.

5. Financial Assistance

The bereaved official/employee or immediate family member may be provided burial assistance through the Crisis Intervention Unit, subject to availability of funds;

6. Visit to the Wake on Official Time

Since the Filipino practice of paying last respect include going to the wake, the same may be done outside of core office hours. Should DSWD personnel wish to do so during core hours, a locator slip shall be accomplished, indicating time of departure from and return to office, and approved by the immediate supervisor. Such time spent in attending wake during core office hours shall be deducted from the employee's vacation leave credits, (CSC Memorandum Circular No. 1, series of 1994) or from the employees' salary if the employee's leave credits have already been exhausted. In the case of MOA worker, the same shall be deducted from his/her cost of services.


7. Supplementary Guideline

If deemed necessary, Regional Offices may come up with supplementary guidelines applicable to their respective Regions for approval of Central Office. The HRMDS may recommend necessary revisions, if any or confirmation by the Undersecretary for GASS if the supplementary guideline is found in order.

V. EFFECTIVITY

This Memorandum Circular takes effect immediately and shall continue to be in effect until revised or revoked.

Signed this 2nd day of August, 2010 in Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary

