



Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Quezon City

MC No. 18, s. 1990

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: Additional Insurance for Officials and Employees Performing High Risk Functions

The Civil Service Commission, pursuant to Section 35 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, is mandated to promulgate rules, regulations and standards that may authorize the President or heads of departments and agencies to incur whatever necessary expenses in the recognition of subordinate officers or employees of the government who perform other extraordinary acts or service in the public interest, in connection with or in relation to their official employment.

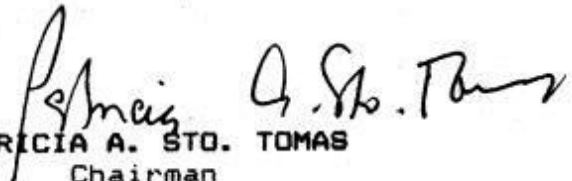
In line with this mandate and consistent with the Commission's efforts to increase personnel benefits that will serve as incentive or reward to deserving officials and employees, the Commission issued Resolution No. 90-080, dated January 22, 1990 authorizing heads of agencies and departments to provide additional GSIS insurance to officials and employees who are engaged in high risk jobs, or who, in connection with, or in relation to the performance of their official duties perform high risk functions outside their official stations for a limited period of time.

The Commission hereby adopts the following policies and guidelines:

1. High Risk Functions shall refer to duties or responsibilities that would put hazard or danger to life and limb of an official or employee. The danger or hazard may either be inherent to the regular functions of the official or employee or imminent for a limited period of time whether performed in or outside his official station.

2. The amount of additional insurance shall at least be equivalent to a one year salary of the official or employee.
3. Funds for this purpose may be sourced out from the savings of the department or agency.
4. The head of the department or agency shall enter into an agreement with the Government Service Insurance System on the insurance coverage of the officials and employees.

This Memorandum Circular shall take effect immediately.


PATRICIA A. STO. TOMAS
Chairman

5 April 1990
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OCSS

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