

[PNP CIRCULAR NO. 2010-003, February 06, 2010]

GUIDELINES AND PROCEDURES IN AVAILING REHABILITATION PRIVILEGES FOR NON-UNIFORMED PERSONNEL (NUP)

1. REFERENCE:

Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 01, s. 2006 dated April 27, 2006.

2. PURPOSE:

This Circular provides the guidelines and procedures in the grant of Rehabilitation Privileges to Non-Uniformed Personnel (NUP) in accordance with humane, employee friendly policies of the government, clarifies certain issues, ensures uniform policy interpretation and forestalls the misuse of the privilege.

3. SCOPE:

All Non-Uniformed Personnel with permanent and temporary appointments may avail themselves of the Rehabilitation Privilege during their employment with the PNP in accordance with this Circular.

4. DEFINITION OF TERMS:

For the purpose of this Memorandum Circular, the following terms shall mean:

- a. **Rehabilitation** - is a process of recuperating from injuries sustained while in the performance of official duties;
- b. **Privilege** - favor granted or enjoyed by an individual;
- c. **Non-Uniformed Personnel (NUP)** - personnel of the PNP appointed in permanent and temporary status duly attested by the Civil Service Commission;
- d. **Official Duty** - is a situation wherein the NUP is already at work, on official business outside of his/her work station, official travel, authorized overtime, detail order and special assignment orders; and
- e. **First aid** - refers to the basic medical treatment immediately given to a person hurt in accident.

5. GUIDELINES:

- a. Non-Uniformed Personnel may be entitled to the Rehabilitation Privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The same privilege may be extended in situation where the NUP meets an accident while engaged in activities inherent to the performance of his/her duties, including being on official business outside of his/her work station, official travel, authorized overtime, detail order and special assignment orders;
- b. Injuries from accidents that occurred while the NUP was going to work and going home from work are not considered sustained while in the performance of official duties;
- c. The duration, frequency and terms of availing the privilege shall be based on the recommendation of medical authorities. Hence, availing of the privilege may be for less than six (6) months, or may be on half time basis on an intermittent schedule as determined by the medical authorities, provided that cumulative period of availing of the privilege will not exceed six (6) months;
- d. Illness or sickness resulting from or aggravated by working conditions or the environment cannot be a basis for availing the Rehabilitation Privilege even if the same may be compensable under the law and regulations of the Employee Compensation Commission (ECC);
- e. Absence from work during the period while on Rehabilitation Privilege shall not be deducted from the accumulated sick or vacation leave credits of the concerned NUP. However, NUP while on Rehabilitation Privilege do not earn and accumulate vacation leave and sick leave credits;
- f. NUP on Rehabilitation Privilege shall continue to receive their salaries and regular benefits such as Personnel Economic Relief Allowance (PERA), Additional Compensation (AdCom), year-end bonus, and cash gift mandated by law. They are not entitled, however, to benefits and privileges that are enjoyed based on the actual performance of duties of positions entitled to these benefits such as Representation and Transportation Allowance, Productivity Incentive Benefits (PIB);
- g. Claimants of Rehabilitation Privilege benefits are entitled to reimbursement of first-aid expenses, preferably in government facilities. Reimbursement is subject to the availability of funds and shall not exceed Five Thousand Pesos (P5,000.00) unless expenditures beyond said amount are necessary as certified by medical authorities and approved by the Chief, PNP or his authorized representative upon recommendation of the concerned PNP Chief/Head of Office/Unit; and
- h. The Chief of Office/Unit shall be held responsible and personally liable for any false or fraudulent claims and irregularities in the availing of the privilege.