



DEC 23 2022

**TAPI OFFICE ORDER NO.** 007

Series of 2022

**Subject: POLICY ON APPLICATION FOR LEAVE DUE TO COVID-19 SYMPTOMS**

---


In the interest of the service and in order to protect and reduce exposure to and spread infections of COVID-19 in the workplace, the following policies **on leave application** shall be adopted and shall apply to all employees of DOST-TAPI:

1. An employee exhibiting COVID-19 symptom(s) may be required to adopt a temporary Work-from-Home (WFH) scheme (non-severe) or request excused absence (for severe) at the onset of symptom(s) provided that the personnel shall undergo, at his or her own expense, Swab or RAPID Antigen Test within two (2) days from the date of the existence of symptom(s). All personnel are enjoined to report immediately to their concerned Division Head or the Human Resource Section if they are experiencing any COVID-19-like symptoms. For purposes of this policy, severe symptoms shall mean those health condition(s) that render(s) the personnel incapable of effectively working.
  - a. In case of a positive result, the personnel shall comply with all the requirements provided under the appropriate IATF, CSC, OP, or other official issuance(s) of the government. All the WFH dates until full compliance with the quarantine period as may be provided under applicable government issuances shall be considered excused without any salary deduction.
  - b. In case of a negative result, all the wfh dates until the release of the test result shall be excused without salary deduction. However, the personnel who wishes to continue resting despite a negative result may file the necessary duly accomplished leave form.
2. While everyone who experiences COVID-19 symptoms is enjoined to comply with government health and safety protocols, those who wish not to report to the office but opt not to undergo swab or RAPID Test

should file the necessary duly accomplished leave form. Otherwise, he or she will be marked absent.

3. Both Swab and Rapid test shall be supported by official test results. The use of self-administered kits shall not be honored by the Office.
4. Written justification shall be submitted for any delay in undergoing Swab or Rapid Antigen Test as mentioned above subject to consideration of the Director.
5. TAPI Administrative Order No. 019 s. 2020 – "Guidelines on the Request for Leave Application" shall apply suppletorily to this Policy.

For information and compliance.

  
**MARION IVY D. DECENA**  
Director