Republic of the Philippines
**DEPARTMENT OF ENERGY**
(Kagawaran ng Enerhiya)

BAGONG PILIPINAS

**DEPARTMENT ORDER NO.** DO2024-03-0002

# GUIDELINES ON THE OPERATIONALIZATION OF THE BEREAVEMENT BENEFITS

**WHEREAS,** the Collective Negotiation Agreement (CNA) between the Department of Energy (DOE) and the DOE-Employee-Management Committee (DOE-EMC), signed on 18 November 2022, provides increments in benefits and improvements in working conditions for DOE employees;

**WHEREAS,** among the benefits under the CNA are funeral assistance and a funeral wreath in case of the death of a DOE employee or his/her immediate family member while the employee is in active service. Likewise, a three-day mourning leave, which shall form part of the Special Leave Privileges provided under Civil Service Commission (CSC) Memorandum Circular (MC) No. 41, series of 1998, otherwise known as *"Amendments to Rule I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292)"* (Omnibus Rules on Leave) shall be granted to every DOE employee if a member of his/her immediate family passes away;

**WHEREAS,** the DOE, in consultation with the DOE-Employees Association (DOE-EA), shall establish the necessary guidelines, rules, and procedures for the granting of these bereavement benefits to support both the emotional and financial needs of employees as a gesture of the Department's sympathy and concern to its employees or their loved ones during difficult and challenging times;

**NOW, THEREFORE,** in consideration of the foregoing premises, the DOE hereby promulgates the following guidelines on the operationalization of the bereavement benefits:

**Section 1. Coverage.** This Department Order shall cover all DOE officials and employees while they are in active service.

**Section 2. Bereavement Benefit**

2.1. In case of death of an employee during active service or that of his/her immediate family member, the said employee or his/her immediate family member, as the case may be, shall be entitled to the following bereavement benefits:

2.1.1. As provided in the CNA, the DOE shall provide Fifty Thousand Pesos (PhP50,000.00) in funeral assistance, to be charged to the Provident Fund, exclusive of taxes, in case of death of an employee during active service or of his/her immediate family member.

Based on the preference of the bereaved employee, the funeral assistance may be availed of in a single instance or staggered upon the death/s of his/her immediate family member/s. In the event the amount of Fifty Thousand Pesos (PhP50,000.00) is fully utilized, this benefit is considered exhausted, without prejudice to other similar benefits under applicable laws and regulations.

Notwithstanding its utilization, the amount of the funeral assistance shall be reset to Fifty Thousand Pesos (PhP50,000.00) every five (5) years, subject to the viability and sufficiency of the Provident Fund.

For purposes of this Department Order, "immediate family member" shall refer to the spouse, children, parents, unmarried brothers and sisters, or any relative living under the same roof or dependent upon the employee for support, in accordance with CSC MC No. 6, s. 1999.

2.1.2. The DOE shall also provide a funeral wreath which shall be provided at the cost of the Provident Fund, subject to the instructions of Administrative Services and/or the Office of the Secretary.

2.2. Further, the official or employee may be granted a maximum of three (3) days within a calendar year of any or a combination of Special Leave Privileges of his or her choice, such as funeral/mourning leave, as indicated in Section 21 of the Omnibus Rules on Leave. This leave shall not be deducted from existing Vacation or Sick Leave Credits.

**Section 3. Process of Availment**

3.1. In case of death of an employee, the primary beneficiary(ies) or secondary beneficiary(ies), as applicable, shall be entitled to claim funeral assistance in accordance with the process indicated below.

3.1.1. The primary beneficiaries are:

a. the legitimate spouse; and

b. the dependent legitimate, legally adopted, or legitimated children, including illegitimate children, who are unmarried, not gainfully employed, have not reached the age of majority, or who have reached the age of majority but are incapacitated or incapable of self-support due to a mental or physical defect acquired before reaching the age of majority.

3.1.2. The secondary beneficiaries are:

a. the deceased employee's parents; or

b. in the absence of his/her parents, the deceased employee's legitimate siblings; or

c. in the absence of the foregoing, any other persons and entities that may claim this benefit under applicable laws, rules, and regulations.

The secondary beneficiaries may claim the funeral assistance if there are no primary beneficiaries, without prejudice to other benefits and entitlements they may claim under existing laws, rules, and regulations.

3.1.3. In case of minor beneficiaries, if the father or mother is absent or incapacitated, the grandparent, the eldest brother or sister at least eighteen (18) years of age, or any relative who has actual custody of a minor beneficiary shall be considered the minor beneficiary's guardian, without need for a court order or judicial appointment, as long as such person is not otherwise disqualified or incapacitated.

3.2. The bereaved employee or the beneficiary shall secure a Death Benefit Claim Form from the Human Resource Management Division (HRMD). He/she must submit the filled-out Death Benefit Claim Form along with the attached Death Certificate within one (1) year from the date of death to process the claim. The HRMD shall prepare a Memorandum for signature and approval of the Board of Trustees of the Provident Fund.

**Section 4. Disqualification**

4.1. In case the beneficiary is the alleged principal, accomplice, or accessory in willfully bringing about the death of the DOE employee, the period for the submission of the claim form shall be suspended until the case is resolved by the competent court.

If the beneficiary is proven guilty, the share shall be forfeited and shall pass on to the next qualified beneficiary, unless otherwise disqualified. In the absence of other beneficiaries, the proceeds shall be paid to the estate of the deceased employee or official.

4.2. This benefit shall be denied in cases of fraud or substantial misrepresentation in the application or any of the attachments for claiming the funeral assistance.

**Section 5. Transitory Provision.** This Order shall apply prospectively.

**Section 6. Review.** The DOE shall conduct a review of this Policy and, if necessary, recalibrate its implementation in cases of *force majeure*, when the viability of Provident Fund is prejudiced, or under other similar circumstances.

**Section 7. Separability Clause.** If any part or provision of this Order is declared invalid or unconstitutional, other parts not affected thereby shall continue to be in full force and effect.

**Section 8. Repealing Clause.** All orders and other similar issuances, or parts thereof, which are inconsistent with this Order are hereby revoked, amended, or modified accordingly.

**Section 9. Effectivity.** This Order shall take effect immediately and shall remain in effect until otherwise modified or revoked.

Issued on MAR 14 2025 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City, Metro Manila.

**RAPHAEL P.M. LOTILLA**
Secretary