



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 6, 2020

REGIONAL MEMORANDUM

No. **246**, s. 2020

DISSEMINATION OF DEPED MEMORANDUM OUF-2020-0125
(Reminder to Comply with Administrative Order No. 26 dated March 23, 2020 and DBM Budget Circular No. 2020-1 dated March 24, 2020)

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is **Memorandum OUF-2020-0125 dated April 15, 2020 from the Office of Undersecretary Annalyn M. Sevilla** entitled "**Reminder to Comply with Administrative Order No. 26 dated March 23, 2020 and DBM Budget Circular No. 2020-1 dated March 24, 2020**" for information and guidance of all concerned.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

FD-GJF






Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
DUE-2020-0125

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
HEADS OF CENTRAL AND REGIONAL FINANCE DIVISIONS/UNITS
ALL OTHERS CONCERNED

FROM : ANNALYN M. SEVILLA
Undersecretary


RAMON M. CLAUDIO
Assistant Secretary for Finance

SUBJECT: REMINDER TO COMPLY WITH ADMINISTRATIVE ORDER NO. 28
DATED MARCH 23, 2020 AND DPM BUDGET CIRCULAR NO. 2020-1
DATED MARCH 24, 2020

DATE : APRIL 15, 2020

This refers to Administrative Order (AO) No. 28 dated March 23, 2020 and Department Order (DO) No. 1 dated March 24, 2020, both issued by the Department of Education (DepEd) regarding the implementation of an enhanced community quarantine (ECQ) in the Philippines.

Per Section 1 of and AO National Government Agencies (NGA) No. 1 dated March 23, 2020, all personnel who are required to report for work during the implementation of an enhanced community quarantine in their respective work stations in an official post exceeding 100,000 per person, which shall be completed as follows:

COVID-19 Hazard Pay = Pp500.00 * number of days physically reporting
(or work during the quarantine period)

Section 2 provides condition on the grant of the COVID-19 Hazard Pay. Head of government agencies may grant the COVID-19 Hazard Pay to their personnel who, at the need for further approval of the Department of Budget and Management (DBM) grant that:

- a. The personnel are occupying regular, contractual, or casual positions or are engaged in the contract of service (COS) position of the personnel or staff.

DepEd Building, Pasig Complex, Marikina City, Pasig City
Telephone No. 721-8835, 721-8836, 721-8837, 721-8838, 721-8839, 721-8840, 721-8841, 721-8842, 721-8843, 721-8844, 721-8845, 721-8846, 721-8847, 721-8848, 721-8849, 721-8850, 721-8851, 721-8852, 721-8853, 721-8854, 721-8855, 721-8856, 721-8857, 721-8858, 721-8859, 721-8860, 721-8861, 721-8862, 721-8863, 721-8864, 721-8865, 721-8866, 721-8867, 721-8868, 721-8869, 721-8870, 721-8871, 721-8872, 721-8873, 721-8874, 721-8875, 721-8876, 721-8877, 721-8878, 721-8879, 721-8880, 721-8881, 721-8882, 721-8883, 721-8884, 721-8885, 721-8886, 721-8887, 721-8888, 721-8889, 721-8890, 721-8891, 721-8892, 721-8893, 721-8894, 721-8895, 721-8896, 721-8897, 721-8898, 721-8899, 721-8900, 721-8901, 721-8902, 721-8903, 721-8904, 721-8905, 721-8906, 721-8907, 721-8908, 721-8909, 721-8910, 721-8911, 721-8912, 721-8913, 721-8914, 721-8915, 721-8916, 721-8917, 721-8918, 721-8919, 721-8920, 721-8921, 721-8922, 721-8923, 721-8924, 721-8925, 721-8926, 721-8927, 721-8928, 721-8929, 721-8930, 721-8931, 721-8932, 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721-9833, 721-9834, 721-9835, 721-9836, 721-9837, 721-9838, 721-9839, 721-9840, 721-9841, 721-9842, 721-9843, 721-9844, 721-9845, 721-9846, 721-9847, 721-9848, 721-9849, 721-9850, 721-9851, 721-9852, 721-9853, 721-9854, 721-9855, 721-9856, 721-9857, 721-9858, 721-9859, 721-9860, 721-9861, 721-9862, 721-9863, 721-9864, 721-9865, 721-9866, 721-9867, 721-9868, 721-9869, 721-9870, 721-9871, 721-9872, 721-9873, 721-9874, 721-9875, 721-9876, 721-9877, 721-9878, 721-9879, 721-9880, 721-9881, 721-9882, 721-9883, 721-9884, 721-9885, 721-9886, 721-9887, 721-9888, 721-9889, 721-9890, 721-9891, 721-9892, 721-9893, 721-9894, 721-9895, 721-9896, 721-9897, 721-9898, 721-9899, 721-9900, 721-9901, 721-9902, 721-9903, 721-9904, 721-9905, 721-9906, 721-9907, 721-9908, 721-9909, 721-9910, 721-9911, 721-9912, 721-9913, 721-9914, 721-9915, 721-9916, 721-9917, 721-9918, 721-9919, 721-9920, 721-9921, 721-9922, 721-9923, 721-9924, 721-9925, 721-9926, 721-9927, 721-9928, 721-9929, 721-9930, 721-9931, 721-9932, 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Republic of the Philippines
Department of Education

Division Office - Manila

1. The Department of Education is hereby notified that the following schools have been approved for the year 1961-1962:
2. The Department of Education is hereby notified that the following schools have been approved for the year 1961-1962:

For the year 1961-1962, the following schools have been approved for the year 1961-1962:

The Department of Education is hereby notified that the following schools have been approved for the year 1961-1962:

Very truly yours,

1



MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 26

AUTHORIZING THE GRANT OF HAZARD PAY TO GOVERNMENT PERSONNEL WHO PHYSICALLY REPORT FOR WORK DURING THE PERIOD OF IMPLEMENTATION OF AN ENHANCED COMMUNITY QUARANTINE RELATIVE TO THE COVID-19 OUTBREAK

WHEREAS, Proclamation No. 922 (s. 2020) declared a State of Public Health Emergency in recognition of the COVID-19 public health event as a threat to national security, and to prompt a whole-of-government approach in addressing the COVID-19 outbreak in the country;

WHEREAS, upon the recommendation of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines (IATF) established under Executive Order (EO) No. 168 (s. 2014), the President directed the adoption of stringent social distancing and community quarantine measures and guidelines in the National Capital Region (NCR), effective 15 March 2020, to contain the spread of COVID-19;

WHEREAS, Proclamation No. 929 (s. 2020) declared a State of Calamity in the entire country for a period of six (6) months, imposed an Enhanced Community Quarantine over the entire Luzon effective 17 March 2020 and expiring on 13 April 2020, and enjoined government agencies and LGUs to render full assistance to and cooperation with each other, and mobilize the necessary resources to undertake critical, urgent and appropriate disaster response aid and measures in a timely manner, in light of the COVID-19 situation;

WHEREAS, as part of such social distancing and Enhanced Community Quarantine measures, the Memorandum from the Executive Secretary dated 16 March 2020 directed the adoption of work from home and skeletal workforce arrangements in the Executive Branch to ensure the delivery of services to the public;

WHEREAS, government employees and workers engaged through contract of service (COS) or job order (JO), whose services are urgently necessary and who physically report for work during the period of an Enhanced Community Quarantine are inevitably exposed to health risks and hazards; and

THE PRESIDENT OF THE PHILIPPINES

WHEREAS, Congressional Joint Resolution No. 4 (s. 2009) authorizes the grant of Hazard Pay to government personnel exposed to hazardous situations, such as, but not limited to, disease-infested places, which pose occupational risks or perils to life;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Grant of the COVID-19 Hazard Pay. National government agencies (NGAs), including state universities and colleges (SUCs) and government-owned or -controlled corporations (GOCCs), are authorized to grant **COVID-19 Hazard Pay** to personnel who physically report for work during the implementation of an Enhanced Community Quarantine in their respective work stations, in an amount not exceeding ₱500 per day per person, which shall be computed as follows:

$$\text{COVID-19 Hazard Pay} = \text{₱500} \times \begin{array}{l} \text{number of days physically reporting} \\ \text{for work during the quarantine period} \end{array}$$

Personnel who are already entitled to Hazard Pay, Hazardous Duty Pay, Hazard Allowance or other similar benefits under existing laws, issuances, rules and regulations, such as public health workers, public social workers, science and technology personnel and military and uniformed personnel, shall continue to be entitled to such benefits or the COVID-19 Hazard Pay, whichever is higher.

SECTION 2. Conditions on the Grant of the COVID-19 Hazard Pay. The heads of government agencies may grant the COVID-19 Hazard Pay to their personnel without the need for further approval of the Department of Budget and Management (DBM), provided the following conditions are met:

- a. The personnel are occupying regular, contractual or casual positions, or are engaged through COS, JO or other similar schemes;
- b. The personnel have been authorized to physically report for work at their respective offices or work stations on the prescribed official working hours by the head of agency or office during the period of implementation of Enhanced Community Quarantine measures in the area of such office or work station; and
- c. The rate of COVID-19 Hazard Pay shall be based on the number of days an employee physically reports for work using the formula under Section 1 hereof.

SECTION 3. Fund Sources of the COVID-19 Hazard Pay for Employees in the Executive Branch. The funds needed for the grant of the COVID-19 Hazard Pay to employees in the Executive Branch shall be charged against the following sources:

- a. For NGAs and SUCs, the amount required for personnel occupying regular, contractual or casual positions shall be charged against their available released Personnel Services (PS) allotments, while the amount required for COS or JO workers shall be charged against their available released Maintenance and Other Operating Expenses (MOOE) allotments, without need for prior authority from the DBM, provided that all authorized mandatory expenses shall have been paid first. Should an NGA or SUC have insufficient PS or MOOE allotments, as the case may be, to fully cover the COVID-19 Hazard Pay at the rate of ₱500 per day per person, a lower but uniform rate may be granted for all qualified personnel; and
- b. For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets (COBs) for Fiscal Year (FY) 2020. Should a GOCC have insufficient funds to fully cover the COVID-19 Hazard Pay at ₱500 per day per person, a lower but uniform rate may be granted for all qualified personnel.

SECTION 4. COVID-19 Hazard Pay for Employees in the Legislative and Judicial Branches and Other Offices Vested with Fiscal Autonomy. Employees in the Senate, House of Representatives, the Judiciary, Office of the Ombudsman and other independent constitutional bodies vested with fiscal autonomy, who physically report for work during the quarantine period, and have adopted similar work arrangements as provided in Section 2(b) of this Order, may likewise be granted the COVID-19 Hazard Pay not exceeding ₱500 per day per person, chargeable against the available released PS allotments of their respective agencies, subject to the other conditions under Section 2 hereof. Should there be insufficient funds to fully cover the COVID-19 Hazard Pay at the rate of ₱500 per day per person, a lower but uniform rate may be granted for all qualified personnel.

SECTION 5. COVID-19 Hazard Pay for Employees in LGUs. The grant of the COVID-19 Hazard Pay to employees in LGUs, including those in the barangays, who physically report for work during the quarantine period, and have adopted similar work arrangements as provided in Section 2(b) of this Order, shall be determined by their respective *Sanggunians* depending on the LGU's financial capability, at rates not exceeding ₱500 per day per person, subject to: (a) the PS limitation in LGU budgets under Republic Act (RA) No. 7160, and (b) the other conditions under Section 2 hereof, chargeable against the FY 2020 local government funds. Should an LGU have insufficient funds to fully cover the COVID-19 Hazard Pay at the rate of ₱500 per day per person, a lower but uniform rate may be granted for all qualified personnel.

SECTION 6. COVID-19 Hazard Pay for Employees in Local Water Districts (LWDs). LWDs which have adopted similar work arrangements as provided in Section 2(b) of this Order may also grant the COVID-19 Hazard Pay to their employees who physically report for work during the quarantine period, at rates to be determined by their respective Boards of Directors (BOD), but not to exceed ₱500 per day per person, chargeable against their respective BOD-approved COBs, subject to the other conditions under Section 2 hereof. Should an LWD have insufficient funds to fully cover the COVID-19 Hazard Pay at the rate of ₱500 per day per person, a lower but uniform rate may be granted for all qualified personnel.

SECTION 7. COVID-19 Hazard Pay for Employees in Agencies Exempted from the Coverage of Republic Act (RA) No. 6758, as amended. NGAs and GOCCs exempted from the coverage of RA No. 6758, as amended, which have adopted similar work arrangements as provided in Section 2(b) of this Order may also grant the COVID-19 Hazard Pay to their employees who physically report for work during the quarantine period at rates to be determined by their respective governing boards or agency heads, but not to exceed ₱500 per day per person, subject to the other conditions under Section 2 hereof. Should there be insufficient funds to fully cover the COVID-19 Hazard Pay at the rate of ₱500 per day per person, a lower but uniform rate may be granted for all qualified personnel.

SECTION 8. Guidelines on the Grant of the COVID-19 Hazard Pay. As may be necessary, the DBM shall issue supplemental guidelines for the effective implementation of this Order.

SECTION 9. Similar Benefit for Health Workers in the Private Sector. Private hospitals and other health facilities are strongly encouraged to grant a similar benefit to their health workers and staff exposed to the perils of the COVID-19.

SECTION 10. Retroactive Application. The grant of the COVID-19 Hazard Pay shall be effective beginning 17 March 2020.


SECTION 11. Separability. If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

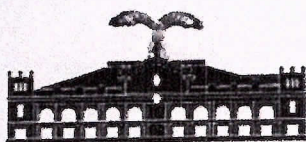
SECTION 12. Repeal. All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

SECTION 13. Effectivity. This Order shall take effect immediately following its publication in the Official Gazette or in a newspaper of general circulation.

DONE in the City of Manila this 23rd day of March in the Year of Our Lord, Two Thousand and Twenty.

By the President:

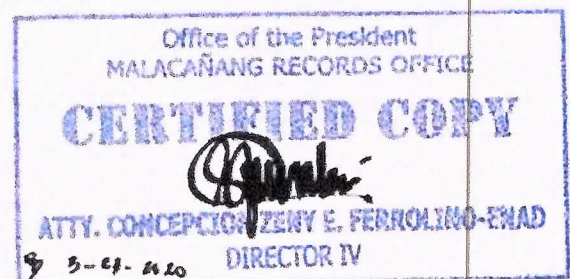

SALVADOR C. MEDIALDEA
Executive Secretary



REPUBLIC OF THE PHILIPPINES
PRRD 2016 - 014415



R. Duterte





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA



BUDGET CIRCULAR

No. 2020 - 1
March 24, 2020

TO : Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy, State Universities and Colleges (SUCs), and Government-Owned or -Controlled Corporations (GOCCs); Local Water Districts (LWDs); Local Government Units (LGUs); and All Others Concerned

SUBJECT : Guidelines on the Grant of the COVID-19 Hazard Pay

1.0 Background

- 1.1 Administrative Order (AO) No. 26¹ dated March 23, 2020 authorizes the grant of Hazard Pay, to be called as **COVID-19 Hazard Pay**, to government employees and workers engaged through contract of service (COS) or job order (JO) basis who physically report for work during the implementation of an Enhanced Community Quarantine in their respective work stations, in an amount not exceeding ₱500/day per person.

Said benefit shall be granted to the aforementioned government employees and workers since they are inevitably exposed to health risks and hazards if they physically report for work during the period of an Enhanced Community Quarantine.

- 1.2 AO No. 26 is in accordance with Congress Joint Resolution No. 4 dated June 17, 2009 which authorizes the grant of Hazard Pay to government personnel exposed to hazardous situations, such as, but not limited to, disease-infected places, which pose occupational risks or perils to life.

2.0 Purpose

This Circular is issued to prescribe the guidelines on the grant of the COVID-19 Hazard Pay pursuant to AO No. 26.

¹ Authorizing the Grant of Hazard Pay to Government Personnel Who Physically Report for Work During the Period of Implementation of an Enhanced Community Quarantine Relative to the COVID-19 Outbreak

3.0 Coverage

The guidelines and conditions in this Circular shall cover the following:

- 3.1 Civilian personnel in national government agencies (NGAs), including those in SUCs and GOCCs, occupying regular, contractual or casual positions;
- 3.2 Military personnel of the Armed Forces of the Philippines, Department of National Defense; and uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government; Bureau of Corrections under the Department of Justice; Philippine Coast Guard under the Department of Transportation; and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources;
- 3.3 Employees in the Legislative and Judicial Departments and other offices vested with fiscal autonomy;
- 3.4 Employees in LGUs;
- 3.5 Employees in LWDs; and
- 3.6 Workers engaged through COS, JO, or other similar schemes.

4.0 Guidelines and Conditions on the Grant of the COVID-19 Hazard Pay

The heads of government agencies may grant the COVID-19 Hazard Pay to their personnel/workers without the need for further approval by the Department of Budget and Management (DBM), subject to the following guidelines and conditions:

- 4.1 The COVID-19 Hazard Pay to be granted shall not exceed ₱500/day per person, which shall be computed as follows:

$$\begin{array}{lcl} \text{COVID-19} & & \\ \text{Hazard} & = & \text{P500} \quad \times \quad \text{No. of Days Physically Reporting for} \\ \text{Pay} & & \text{Work During the Quarantine Period} \end{array}$$

- 4.2 The personnel are occupying regular, contractual or casual positions, or are workers engaged through COS, JO, or other similar schemes.
- 4.3 The personnel/workers have been authorized to physically report for work at their respective offices or work stations on the prescribed official working hours by the head of agency/office during the period of implementation of Enhanced Community Quarantine measures in the area of such office or work station.

- 4.4 The total rate of the COVID-19 Hazard Pay shall be based on the number of days an employee/worker physically reports for work during the Enhanced Community Quarantine period using the formula under Item 4.1 hereof.
- 4.5 Personnel who are already entitled to Hazard Pay, Hazardous Duty Pay, Hazard Allowance or other similar benefits under existing laws, issuances, rules, and regulations, such as public health workers, public social workers, science and technology personnel, and military and uniformed personnel, shall continue to be entitled to such benefits or the COVID-19 Hazard Pay, whichever is higher.
- 4.6 The COVID-19 Hazard Pay of an employee on part-time basis shall be pro-rated corresponding to the services rendered. If employed on part-time basis with two (2) or more agencies, an employee shall be entitled to proportionate amounts corresponding to the services in each agency, provided that the total COVID-19 Hazard Pay shall not exceed the authorized amount.
- 4.7 The COVID-19 Hazard Pay of an employee on detail to another government agency shall be granted by the parent agency.
- 4.8 A compulsory retiree, on service extension, may be granted the COVID-19 Hazard Pay, subject to the pertinent conditions and guidelines under this Circular.

5.0 **Funding Source**

5.1 For NGAs, including SUCs

5.1.1 The amount required for personnel occupying regular, contractual or casual positions shall be charged against their available released Personnel Services (PS) allotments, while the amount required for COS or JO workers shall be charged against their available released Maintenance and Other Operating Expenses (MOOE) allotments, without need for prior authority from the DBM, provided that all authorized mandatory expenses shall have been paid first.

5.1.2 Should an NGA or SUC have insufficient PS or MOOE allotments, as the case may be, to fully cover the COVID-19 Hazard Pay at the rate of ₱500/day per person, a lower but uniform rate may be granted for all qualified personnel.

5.2 For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets (COBs) for FY 2020. A GOCC which does not have sufficient funds to fully cover the COVID-19 Hazard Pay at ₱500/day per person, may grant the same at a lower but uniform rate for all qualified personnel.

6.0 Grant of the COVID-19 Hazard Pay in the Legislative and Judicial Branches and Other Offices Vested with Fiscal Autonomy

Employees and workers engaged through COS or JO basis in the Senate, House of Representatives, The Judiciary, Office of the Ombudsman, and Constitutional Offices vested with fiscal autonomy who physically report for work during the quarantine period, and have adopted similar work arrangements as provided in Section 2(b) of AO No. 26, may likewise be granted the COVID-19 Hazard Pay not exceeding ₱500/day per person, subject to the conditions set in Item 4.0 hereof.

The funding requirement for the COVID-19 Hazard Pay of the regular/contractual/casual personnel and COS/JO workers shall be charged against the available released PS and MOOE allotments, respectively, of their respective agencies. Should there be insufficient funds to fully cover the COVID-19 Hazard Pay at the rate of ₱500/day per person, a lower but uniform rate may be granted for all qualified personnel.

7.0 Grant of the COVID-19 Hazard Pay in LGUs

The grant of the COVID-19 Hazard Pay to employees/workers in LGUs, including those in the barangays, who physically report for work during the quarantine period, and have adopted similar work arrangements as provided in Section 2(b) of AO No. 26, shall be determined by their respective *Sanggunian* depending on the LGU's financial capability, at rates not exceeding ₱500/day per person, subject to: (i) the PS limitation in LGU budgets under Republic Act (RA) No. 7160 in the case of regular personnel, and available MOOE allotment in the case of COS/JO workers, and (ii) the conditions set in Item 4.0 hereof, chargeable against the FY 2020 local government funds.

Should an LGU have insufficient funds to fully cover the COVID-19 Hazard Pay at the rate of ₱500/day per person, a lower but uniform rate may be granted for all qualified personnel.

8.0 Grant of the COVID-19 Hazard Pay in LWDs

LWDs which have adopted similar work arrangements as provided in Section 2(b) of AO No. 26 may also grant the COVID-19 Hazard Pay to their employees/workers who physically report for work during the quarantine period, at rates to be determined by their Board of Directors (BOD), but not exceeding ₱500/day per person, chargeable against their respective BOD-approved COBs, subject to the conditions set in Item 4.0 hereof.

Should an LWD have insufficient funds to fully cover the COVID-19 Hazard Pay at the rate of ₱500/day per person, a lower but uniform rate may be granted for all qualified personnel.

9.0 Grant of the COVID-19 Hazard Pay in Agencies Exempted from the Coverage of RA No. 6758, as amended.

NGAs and GOCCs exempted from the coverage of RA No. 6758, as amended, which have adopted similar work arrangements as provided in Section 2(b) of AO No. 26 may also grant the COVID-19 Hazard Pay to their employees who physically report for work during the quarantine period at rates to be determined by their respective governing boards or agency heads, but not to exceed ₱500/day per person, subject to the conditions set in Item 4.0 hereof.

Should there be insufficient funds to fully cover the COVID-19 Hazard Pay at the rate of ₱500/day per person, a lower but uniform rate may be granted for all qualified personnel.

10.0 Retroactive Application

The grant of the COVID-19 Hazard Pay shall be effective beginning March 17, 2020.

11.0 Responsibilities of Agencies

Agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

12.0 Resolution of Cases

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

13.0 Effectivity

This Circular shall take effect immediately.


WENDEL E. AVISADO
Secretary

