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DEPED MALAYBALAY CITY DIVISION
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Division MEMORANDUM

No. **274**, s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Public and Private Elementary and Secondary School Heads
All Others Concerned

FROM: **VICTORIA V. GAZO**
Schools Division Superintendent

DATE: July 8, 2020

**SUBJECT: DISSEMINATION OF UNNUMBERED DEPED MEMORANDUM RE:
PAYMENT OF SPECIAL RISK ALLOWANCE (SRA) AND COVID-19
DUTY ALLOWANCE FOR DEPED PERSONNEL VOLUNTEERS
ASSIGNED TO ASSIST IN THE MEGA SWABBING CENTERS**

The field is hereby informed of the attached Unnumbered DepEd Memorandum dated June 30, 2020 re: Payment of Special Risk Allowance (SRA) and COVID-19 Duty Allowance for DepEd Personnel Volunteers Assigned to Assist in the Mega Swabbing Centers.

Encls: As stated

Copy Furnished: Records Unit | DRRM






Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY

MEMORANDUM

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary
Field Operations, Palarong Pambansa Secretariat, and DEACO

Subject : **PAYMENT OF SPECIAL RISK ALLOWANCE (SRA) AND
COVID-19 DUTY ALLOWANCE FOR DEPED PERSONNEL
VOLUNTEERS ASSIGNED TO ASSIST IN THE MEGA
SWABBING CENTERS**

Date : 30 June 2020

This is in reference to Administrative Order (AO) No. 28 dated April 06, 2020 entitled "Authorizing the Grant of Special Risk Allowance (SRA) to Frontline Public Health Workers During the Period of Enhanced Community Quarantine Relative to the COVID-19 Outbreak" and Administrative Order (AO) No. 31, dated June 15, 2020 entitled "Authorizing the Grant of Duty Allowance to Government Personnel Who Volunteer for Deployment to the COVID-19 Mega Swabbing Facilities."

COVID-19 Special Risk Allowance

As defined in Section 1 of AO No. 26, National Government Agencies (NGAs) are authorized to grant a one-time COVID-19 SRA equivalent to a maximum of 25% of monthly basic salary/pay, to Public Health Workers (PHWs) who have great exposure to health risks and physical hardships in the line of duty, in light of the COVID-19 pandemic.

PHWs shall refer to medical, allied medical, and other necessary personnel assigned in hospitals and healthcare facilities who are directly catering to or in contact with COVID-19 patients, persons under investigation or persons under monitoring.

Section 2.b of said AO, states the condition that the PHWs are either: (i) civilian employees occupying regular, contractual, casual or part-time positions; or (ii) workers engaged through contract of service (COS) or job order (JO), including

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Barangay Health Workers (BHWs) regardless of the nature of engagement, provided that said COS/JO workers and BHWS are assigned to hospitals and other healthcare facilities.

Section 3 provides the condition that the grant of the COVID-19 SRA shall be pro-rated based on the number of days that PHWs physically report for work during the period of the ECQ in their respective places of assignment, reckoned not earlier than 17 March 2020, as follows:

No. of Days Physically Reporting For Work	Percentage of the Incentive
3 to 7	25%
8 to 12	50%
13 to 17	75%
18 or more	100%

Funding source shall be:

The amount required for personnel occupying regular, contractual, casual or part-time positions in NGAs shall be charged against their available released PS allotments, while the amount required for COS/JO workers shall be charged against their available released MOOE allotments, without need for prior authority from the Department of Budget and Management (DBM), provided that all mandatory expenses shall have been paid first.

COVID-19 Special Duty Allowance

Under Administrative Order No. 31, Section 1, National Government Agencies (NGAs) are authorized to grant their respective volunteer personnel who are deployed for work in the Mega Swabbing Facilities and other designated swabbing and test results processing facilities, located in areas under any form of ECQ or GCQ, a COVID-19 Duty Allowance in an amount not exceeding Php500.00 per day plus a maximum of 25% of monthly basic salary (MBS) per person.

The grant of Php500.00 per day per person shall be computed as follows:

Php500.00 x number of days deployed in the designated swabbing or test results processing facility during the quarantine period

The maximum of 25% of MBS per person shall be pro-rated based on the number of days that a government personnel is deployed in the designated facility during the quarantine period as follows:

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No. of Days Deployed	Percentage of the Incentive
3 to 7	25%
8 to 12	50%
13 to 17	75%
18 or more	100%

Stated further that personnel who are already entitled to Hazard Pay, including the COVID-19 Hazard Pay under AO No. 26 (s. 2020), Hazardous Duty Pay, Hazard Allowance, Special Risk Allowance (SRA) under AO No. 28 (s. 2020), or other similar benefits under existing laws, issuances, rules, and regulations, or any combination thereof, such as public health workers, social workers, science and technology personnel and military and uniformed personnel, shall continue to be entitled to such benefits, or the COVID-19 Duty Allowance, whichever is higher.

The period within which the government personnel shall be required to undergo mandatory quarantine after their respective deployment to the MSFs or other swabbing or test results processing facilities, pursuant to approved protocols, shall be on official time.

Section 2 provides the following conditions for the grant:

- a. The personnel are occupying regular, contractual or casual positions, or engaged through contract of service (COS), job order (JO) or other similar schemes;
- b. The personnel have been deployed in the MSFs or other swabbing or test results processing facilities on the prescribed official working hours by the head of the agency or office during the period of implementation of any form of ECQ or GCG in the location of such MSFs or designated swabbing and test results processing facilities; and
- c. The rate of the Duty Allowance shall be based on the number of days an employee is deployed for work or the requisite training, as certified by the head of the designated facility or the supervising officer of such work station.

Funding source shall be:

The amount required for personnel occupying regular, contractual or casual positions shall be charged against their available released PS allotments, while the amount required for COS or JO workers shall be charged against their available released MOOE allotments, without need for prior authority from the DBM, provided that all mandatory expenses shall have been paid first. Should an NGA have insufficient PS or MOOE allotments, as the case may be, to cover the full amount of the COVID-19 Duty Allowance, a lower but uniform rate may be granted.

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All are instructed to pay qualified DepEd employees entitled to said allowances in compliance with all the conditions indicated in AO No. 28 and AO No. 31.

Consequently, you are hereby requested to submit to this office a report on the completed payments for all employees/volunteers concerned.

For information and guidance.



MALACANAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 31

AUTHORIZING THE GRANT OF DUTY ALLOWANCE TO GOVERNMENT PERSONNEL WHO VOLUNTEER FOR DEPLOYMENT TO THE COVID-19 MEGA SWABBING FACILITIES

WHEREAS, Proclamation No. 922 (s. 2020) declared a State of Public Health Emergency throughout the Philippines due to the COVID-19 pandemic, and enjoined all government agencies and local government units (LGUs) to render full assistance and cooperation with each other and mobilize the necessary resources to address the COVID-19 situation;

WHEREAS, Proclamation No. 929 (s. 2020) declared a State of Calamity in the entire country for a period of six (6) months, and imposed an Enhanced Community Quarantine (ECQ) over the whole of Luzon beginning 17 March 2020 to 12 April 2020, which was thereafter extended until 30 April 2020;

WHEREAS, Executive Order No. 112 (s. 2020) further extended the ECQ in the National Capital Region (NCR), imposed an ECQ in other high risk geographic areas and a General Community Quarantine (GCQ) in all other areas in Luzon, Visayas and Mindanao until 15 May 2020, and authorized the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) to impose, lift or extend a community quarantine in any province, highly-urbanized city or independent component city in the country after 15 May 2020;

WHEREAS, as part of the national strategy to manage the current pandemic by increasing the government's COVID-19 testing capacity, the IATF approved the establishment and operation of four (4) Mega Swabbing Facilities (MSFs) in the Enderun Colleges in Taguig City, Philippine Arena in Bulacan, Mall of Asia in Pasay City and Palacio de Maynila in Manila;

WHEREAS, in response to the call for volunteers, a number of government personnel have been enlisted to work in the MSFs and other designated COVID-19 swabbing and test results processing facilities, where exposure to health risks is an occupational hazard; and

WHEREAS, paragraph 4(g(x)) of Congressional Joint Resolution No. 4 (s. 2009) authorizes the grant of allowances and benefits to employees across agencies under specific conditions and situations related to the actual performance of work, subject to prescribed rates, guidelines and regulations, as may be determined by the Department of Budget and Management (DBM);

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 Duty Allowance. National government agencies (NGAs) and government-owned or -controlled corporations (GOCCs) are hereby authorized to grant their respective volunteer personnel who are deployed for work in the MSFs and other designated swabbing and test results processing facilities, located in areas under any form of ECQ or GCQ, a COVID-19 Duty Allowance in an amount not exceeding the sum of P500 per day plus a maximum of 25% of monthly basic salary (MBS) per person

The grant of P500 per day per person shall be computed as follows:

$$P500 \times \frac{\text{number of days deployed in the designated swabbing or test results processing facility during the quarantine period}}{\text{number of days deployed in the designated swabbing or test results processing facility during the quarantine period}}$$

Meanwhile, the maximum of 25% of MBS per person shall be pro-rated based on the number of days that a government personnel is deployed in the designated facility during the quarantine period as follows:

No. of Days Deployed	Percentage of the Incentive
3 to 7	25%
8 to 12	50%
13 to 17	75%
18 or more	100%

Personnel who are already entitled to Hazard Pay, including the COVID-19 Hazard Pay under Administrative Order (AO) No. 26 (s. 2020), Hazardous Duty Pay, Hazard Allowance, Special Risk Allowance under AO No. 28 (s. 2020), or other similar benefits under existing laws, issuances, rules and regulations, or any combination thereof, 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 Duty Allowance, whichever is higher.

The period within which the government personnel shall be required to undergo mandatory quarantine after their respective deployment to the MSFs or other swabbing or test results processing facilities, pursuant to approved protocols, shall be on official time.

Section 2. Conditions on the Grant of the COVID-19 Duty Allowance. The heads of government agencies may grant the COVID-19 Duty Allowance to their volunteer personnel without need of further approval by the DBM, provided that the following conditions are met:

- a. The personnel are occupying regular, contractual or casual positions, or engaged through contract of service (COS), job order (JO) or other similar schemes;
- b. The personnel have been deployed in the MSFs or other swabbing or test results processing facilities on the prescribed official working hours by the head of agency or office during the period of implementation of any form of ECQ or GCQ in the location of such MSFs or designated swabbing and test results processing facilities; and
- c. The rate of the Duty Allowance shall be based on the number of days an employee is deployed for work or the requisite training, as certified by the head of the designated facility or the supervising officer of such work station.

Section 3. Fund Sources of the COVID-19 Duty Allowance. The funds needed for the grant of the COVID-19 Duty Allowance to qualified personnel shall be charged against the following sources:

- a. For NGAs, 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 have insufficient PS or MOOE allotments, as the case may be, to cover the full amount of the COVID-19 Duty Allowance, a lower but uniform rate may be granted; and
- b. For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets for Fiscal Year 2020. Should a GOCC have insufficient funds to cover the full amount of the COVID-19 Duty Allowance, a lower but uniform rate may be granted.

Section 4. Guidelines on the Grant of the COVID-19 Duty Allowance. As may be necessary, the DBM shall issue supplemental guidelines for the effective implementation of this Order.

Section 5. Retroactivity. The grant of the COVID-19 Duty Allowance shall be effective from the beginning of operations of MSFs and other designated swabbing and test results processing facilities.

Section 6. Separability. If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 7. 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 8. 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 15th day of June in the Year of Our Lord, Two Thousand and Twenty.



By the President:



SALVADOR C. MEDIALDEA
Executive Secretary





MALACANAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 28

**AUTHORIZING THE GRANT OF SPECIAL RISK ALLOWANCE TO
FRONTLINE PUBLIC HEALTH WORKERS DURING THE PERIOD OF
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 prompted a whole-of-government approach in addressing the COVID-19 outbreak in the country;

WHEREAS, Proclamation No. 929 (s. 2020) declared a State of Calamity throughout the country for a period of six (6) months, imposed an Enhanced Community Quarantine (ECQ) over the entire Luzon effective 17 March 2020, and enjoined government agencies and local government units (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, Republic Act (RA) No. 11469 or the "Bayanihan to Heal as One Act," declared a State of National Emergency over the entire country in view of the continuing rise of confirmed cases of COVID-19, the serious threat to the health, safety, security and lives of our countrymen, and the severe disruption of economic activities;

WHEREAS, Section 4(d) of RA No. 11469 vested the President, as a temporary emergency measure, the authority to provide ~~Special Risk Allowance (SRA) to~~
~~all public health workers in addition to the hazard pay granted under Proclamation~~
~~922 (s. 2020) and Proclamation No. 929 (s. 2020).~~

WHEREAS, there is a need to recognize the heroic and invaluable contributions of our public health workers throughout the country, who bravely and unselfishly risk their lives and health by being at the forefront of the national effort to address the public health emergency;

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:

~~1. The President is authorized to provide Special Risk Allowance (SRA) to National Government-owned or -controlled corporations (GOCCs) and LGUs in the amount equivalent to a maximum of 1.2 times the hazard pay granted under Proclamation 922 (s. 2020) and Proclamation 929 (s. 2020) to public health workers (PHWs) who have great exposure to the risk of contracting COVID-19.~~

PRESIDENT OF THE PHILIPPINES

For purposes of this Order, ~~PHWs shall refer to personnel assigned in hospitals and healthcare facilities and who are directly involved in contact with COVID-19 patients, persons under investigation or persons monitoring.~~

Section 2. Conditions on the Grant of the COVID-19 SRA. The one-time COVID-19 SRA shall be granted subject to the following conditions:

- a. The PHWs provide critical and urgent services to respond to the public health emergency during the implementation of the ECQ;
- b. The PHWs are either: (i) ~~PHWs employed on regular contractual or casual positions;~~ or (ii) ~~workers engaged through COS/JO~~ ~~(JO)~~ including Barangay Health Workers (BHWs) regardless of the nature of engagement, provided that the said COS/JO workers and BHWs are assigned to hospitals and other healthcare facilities;
- c. The PHWs physically report for work at their assigned work stations on the prescribed official working hours, as authorized by the head of agency/office during the period of the implementation of ECQ; and
- d. ~~The grant of the COVID-19 SRA shall be awarded based on the number of days that PHWs physically report for work during the period of implementation of the ECQ. The grant shall be awarded in five classes of assignment, reckoned not earlier than 15 March 2020.~~

No. of Days Physically Reporting for Work	Percentage of the Incentive
3 to 7	25%
8 to 12	50%
13 to 17	75%
18 or more	100%

Section 3. Exclusion from the Grant of the COVID-19 SRA. Those engaged without employer-employee relationship and funded from non-Personnel Services (PS) appropriations/budgets, except as authorized under ~~Section 2 of the SRA~~ ~~such as, but not limited to, the following:~~

- a. Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- b. Laborers engaged through job contracts (pakyaw) and those paid on piecework basis;
- c. Student workers and apprentices; and
- d. All individuals whose services are engaged through COS or ~~JO~~ and who are not assigned in hospitals and healthcare facilities.

Section 4. COVID-19 SRA for PHWs of NGAs and GOCCs.

For personnel occupying regular, contract, and other positions, the amount required for COVID-19 SRA shall be charged against their available released PS allotments, while the amount required for COS/JO workers shall be charged against their available released Maintenance and Other Operating Expenses (MOOE) allotments, without need for prior authority from the Department of Budget and Management (DBM), provided that the total amount required shall not exceed the amount available.

In case of insufficient PS or MOOE allotments, the agencies concerned shall submit to the DBM a Special Budget Request supported by a letter of request and the corresponding supporting documents. The DBM shall then conduct a check against the available appropriations that may be identified pursuant to the pertinent provisions of RA No. 44100.

For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets for FY 2020. A GOCC which does not have sufficient funds to fully cover the amount authorized herein may grant the same at a lower but uniform rate for all qualified personnel.

Section 5. COVID-19 SRA for PHWs in the LGUs. The grant of the SRA to PHWs in the LGUs, including BHWs, shall be determined by their respective *sanggunians* depending on the LGU's financial capability, at rates not exceeding the amounts authorized herein, subject to: (a) the PS limitations under RA No. 7160 or the "Local Government Code of 1991," in the case of employees of the LGU; (b) available MOOE allotments in the case of COS/JO workers and BHWs; and (c) conditions set in this Order, chargeable against the FY 2020 funds of the LGU. Should there be insufficient funds to fully cover the COVID-19 SRA, a lower but uniform rate may be granted for all qualified personnel.

Section 6. Guidelines on the Grant of the COVID-19 SRA. As may be necessary, the DBM shall issue supplemental guidelines for the effective implementation of this Order.

Section 7. Separability. If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 8. 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 9. Effectivity. This Order shall take effect immediately upon its publication in the Official Gazette or in a newspaper of general circulation.

DONE in the City of Manila this 6th day of April in the Year of Our Lord, Two Thousand and Twenty.

By the President

SALVADOR C. BERANDEA
Executive Secretary

F. Duterte

Office of the President
RECORDS OFFICE
CERTIFIED COPY
FROM
ATTY. CONCEPCION ZENY E. FERROLINO-ENAD
DIRECTOR IV
APR 6 2020