

Updates on Compensation Policies and Guidelines

PAGBA Second Quarterly Seminar

July 5, 2013



Representation and Transportation Allowances

NBC No. 548 and LBC No. 103
(May 15, 2013)

**Amended Rules and Regulations on the Grant of
Representation and Transportation Allowances**



Representation and Transportation Allowances

Background

1. Item (4)(g)(i) of the Senate and House of Representatives Joint Resolution (J.R.) No. 4 s.2009 – RATA are granted to government officials **defray representation and transportation expenses while in the actual performance of the duties and responsibilities of their positions.**
2. Section 45 of the General Provisions of R.A. No. 10352, the FY 2013 General Appropriations Act (GAA), provides new rates of RATA

Officials/Employees	Monthly RA or TA (In Pesos)	RATA Code
Department Secretaries and those of equivalent ranks	14,000	RT1
Department Undersecretaries and those equivalent ranks	11,000	Rt2
Department Assistant Secretaries and those of equivalent ranks	10,000	RT3
Bureau Directors, Department Regional Directors, and those of equivalent ranks	9,000	RT4
Assistant Bureau Directors, Department Assistant Regional Directors, Bureau Regional Directors, Department Service Directors, and those equivalent ranks	8,500	RT5
Assistant Bureau Regional Directors and those of equivalent ranks	7,500	RT6
Chiefs of Division identified as such in the Personal Services Itemization and Plantilla of Personnel and those of equivalent ranks	5,000	RT7



RATA SCHEDULE

Number of Workdays of Actual Work Performance in a Month	Actual RATA for a Month
1 to 5	25% of the monthly RATA
6 to 11	50% of the monthly RATA
12 to 16	75% of the monthly RATA
17 and more	100% of the monthly RATA



Construed as Actual Work Performance

1. Public holiday falling on a workday;
2. Compensatory time-off in accordance with CSC–DBM Joint Circular No. 2, series of 2004, as amended;
3. Time-off from work charged against the 5 days forced or mandatory leave in accordance with CSC MC No. 41, series of 1998;
4. Special emergency leave for employees affected by natural calamities or disasters; and,
5. Suspension of work as declared by competent authority.

Not Construed as Actual Work Performance

1. Vacation Leave with pay in excess of 5 days forced or mandatory leave;
2. Sick Leave with pay;
3. Maximum of 3 days Special Leave Privileges in accordance with CSC MC No. 41, series of 1998;
4. Maximum of 7 days Paternity Leave in accordance with CSC MC No. 41, series of 1998;
5. Maximum of 7 days Parental Leave to Solo Parents in accordance with CSC MC No. 08, series of 2004;



Not Construed as Actual Work Performance

6. Maximum of 10 days Leave for Victims of Violence Against Women and their Children in accordance with CSC Resolution No. 051206;
7. Maximum of 60days Maternity Leave in accordance with CSC MC No. 41, s. 1998;
8. Maximum of 2months Special Leave Benefits for Women under RA No. 9710 in accordance with CSC MC No. 25, s.2010;
9. Maximum of 6 months Rehabilitation Leave under CSC-DBM Joint Circular No. 1, s. 2006; and
10. Maximum of 6 months Study Leave under CSC MC No. 21, series of 2004.

RATA for OICs of Positions Entitled to These Allowances

- 1. For OICs Who Are Not Assigned or Who Do Not Use Government Motor Transportation**
 - allowed to collect the RATA for the position on reimbursable basis, if stipulated in the office order designating him/her as such.
- 2. For OICs Who Are Assigned or Who Use Government Motor Transportation**
 - allowed to collect only the RA on reimbursable basis.
- 3. Those designated as OICs to positions in agency **internally created** organizational units whose staffing are not authorized by DBM, thus are considered as ad-hoc arrangements, are not entitled to RATA.**

RATA of Incumbents While on Full-Time Detail or Re-Assignment

may be authorized to continue to collect RATA, provided that the **duties and responsibilities in the new post are comparable with the supervisory or managerial nature of the regular position** as duly certified by the agency head, subject to the availability of funds.

RATA of Incumbents While on Scholarship/Study/Training Grant

An incumbent on full-time attendance in a scholarship/study/ training grant may continue to collect RATA on reimbursable basis, subject to the following conditions:

- 1 The study/training/scholarship is part of the training and development program of the agency ;**
- 2 The study/training requires frequent interaction, coordination, and mobility in order to fulfill the requirements of the course, which entail expenses not covered by the study/training grant;**
- 3. The grant of RATA within the duration of the scholarship/study/ training, whether short-term or long term, shall not exceed 6 months.**
- 4 Compliance with the above conditions is certified by agency head.**



Magna Carta Benefits for Public Health Workers

DBM-DOH Joint Circular No. 1, S. 2012

Rules and Regulations on the Grant of Compensation-Related
Magna Carta Benefits to Public Health Workers (PHWs)



Magna Carta Benefits for Public Health Workers

Legal Basis

- Item (6), “*Magna Carta Benefits*,” of the Senate and House of Representatives Joint Resolution No. 4, s. 2009
- Provides that DBM, in coordination with the agencies concerned, shall determine the qualifications, conditions, and rates in the grant of said benefits
- The consultative councils, departments, and officials previously authorized to issue the IRR of Magna Carta benefits shall no longer exercise said functions

Compensation-Related Magna Carta Benefits for PHWs

1. Additional Compensation for Services Beyond the Normal Work Hours and on Non-Working Days;
2. Honorarium Per Medico-Legal Services;
3. Night Shift Differential;
4. Hazard Pay;
5. Subsistence Allowance;
6. Longevity Pay;
7. Laundry Allowance;
8. Free Living Quarters or Quarters Allowance;
9. Salary Increase Three (3) Months Prior to Compulsory Retirement;
10. Salary Step Increment for Completion of a Post Graduate Degree;
and
11. Representation and Transportation Allowances for Rural Health Physician.



Coverage

- ✓ Civilian PHWs in NGAs, SUCs, GOCCs, GFIs, and in LGUs holding regular, contractual, or casual positions; on full-time and part-time service; and either covered or not covered by R.A. No. 6758 (SSL)
- ✓ Those who fall under the following definition of PHWs in Section 3 of R.A. No. 7305, and certified as PHWs by the Secretary, DOH.

“SEC. 3. Definition. – For purposes of this Act, “health workers” shall mean all persons who are engaged in health and health-related work, and all persons employed in all hospitals, sanitarium, health infirmaries, health centers, rural health units, barangay health stations, clinics and other health-related establishments owned and operated by the Government or its political subdivisions with original charters and shall include medical, allied health professional, administrative and support personnel employed regardless of their employment status.”



Conditions for Determining Who Are PHWs

In determining whether personnel may be considered as PHWs, the DOH shall ensure that:

1. the health service function of an agency is authorized by law or by proper authority
2. the position is part of the authorized staffing pattern of the organizational unit performing the health service functions
3. incumbent is actually engaged in health and health-related work.

Hazard Pay

Hazard Pay is an additional compensation for performing hazardous duties and for enduring physical hardships in the course of performance of duties.

Hazard Pay may be granted to PHWs only if:

the nature of the duties and responsibilities of their positions, their actual services, and location of work expose them to great danger, occupational risks, perils to life, and physical hardships; and only during periods of actual exposure to hazards and hardships.

Rates of Hazard Pay

For SG 19 and Below

Level of Risk Actual Exposure	High Risk	Low Risk
12 or more days	25% of monthly basic salary	14% of monthly basic salary
6 to 11 days	14% of monthly basic salary	8% of monthly basic salary
Less than 6 days	8% of monthly basic salary	5% of monthly basic salary



Hazard Pay

For SG 20 and above

For PHWs at SG-20 and above - Hazard Pay at 5% of monthly basic salary for all days of exposure to high risk and/or low risk hazards.

Those exposed to high risk hazards for 12 or more days in a month may be entitled to a fixed amount of P4,989.75 per month.



Subsistence Allowance

- ✓ For PHWs who render services within the premises of hospitals, sanitarium, health infirmaries, main health centers, rural health units and other health-related establishments such as clinics or medical departments of NGAs, GOCCs, and GFIs, and **are required to make their services available at any and all times.**
- ✓ **P50 per day of actual full-time service**
- ✓ **P25 per day of actual part-time service**

Subsistence Allowance

PHWs are not entitled to Subsistence Allowance:

1. When not required to make their services available at all times such that they can leave their work stations during break-times;
2. When on leave of absence, with or without pay;
3. While on official travel and entitled to travel expenses under E.O. No. 298 and as amended; and
4. While attending trainings, seminars, workshops, and similar activities where meals are provided.

Laundry Allowance

For PHWs in hospitals, sanitarium, health infirmaries, or other health-related establishment, **to defray the cost for washing and pressing their personal protective clothing or uniforms required to be worn at all times while working** – that will provide them the required degree of protection while reassuring patients of their professionalism, competency, and identity.



General Conditions on the Grant Magna Carta Benefits for PHWs

- **Subject to availability of funds.** In case of insufficiency or lack of funds, benefits may be granted at lower rates, applied uniformly or proportionately to all the PHW. The agency head shall determine the priority benefits that can be supported by available funds.
- PHWs **shall not be entitled to back Magna Carta benefits** for prior years.
- The **prohibition on double compensation under** Section 8, Article IX- B of the Philippine Constitution, and the **prohibition against double recovery of benefits** under Section 36 of R.A. No. 7305 shall be complied with.



Performance Incentives Based on Results

EO No. 80

Directing the Adoption of a Performance-Based Incentive
System for Government Employees



Incentives for Results



- The President directed the implementation of a robust system of management by results, involving report cards for MFOs and priority program targets.
- This performance accountability system is linked to a new pay-for-performance system → **Performance-Based Incentives.**

Performance-Based Incentive System



PBB

Performance-Based Bonus (PBB) – top-up bonus based on individual’s contribution to accomplishment of Department targets



PEI

Productivity Enhancement Incentive (PEI) – across-the-board bonus of P5,000 per employee



Criteria and Conditions to qualify for FY 2012 PBB

- Achieved at least 90% of MFO, STO, GASS targets
- Achieved at least 90% of Priority Program targets agreed with the President under the five Key Result Areas of EO 43
- Meet 100% of good governance conditions under the performance drivers of the RBPMS, set by the AO 25 Task Force for FY 2012
- Bureaus/delivery units within the Department meeting above conditions are forced ranked and the personnel within them

Good Governance Conditions for FY 2012

- Agency Transparency Seal (GAA 2012 Sec. 93 of General Provisions)
- PhilGEPS posting of all Invitation to Bids and awarded contracts (Revised IRR of RA 9184)
- Liquidation of all Cash Advances granted to officials and employees (COA Rule)
- Establishment of Citizen's Charter or its equivalent (RA 9485)

Ranking of Bureaus/Delivery Units

Department Secretary/Agency Head shall rank qualified bureaus or delivery units, as follows:

Bureaus/Delivery Units within Department/Agency	
Ranking/Distribution	Rating
Top 10%	Best Bureau/Delivery Unit
Next 25%	Better Bureau/Delivery Unit
Next 65%	Good Bureau/Delivery Unit

Ranking of Employees

For 2012, the Bureau Heads shall rate employees using their respective Performance Appraisal Systems

Personnel within Eligible Bureaus/Delivery Units	
Ranking/Distribution	Rating
10%	Best Performer
25%	Better Performer
65%	Good Performer

Below Satisfactory Rating – No PBB



PBB Rates of Incentives for FY 2012

Group Performance Category	Individual Performance Category		
	Best Performer	Better Performer	Good Performer
Best Bureau (delivery unit)	35,000	20,000	10,000
Better Bureau (delivery unit)	25,000	13,500	7,000
Good Bureau (delivery unit)	15,000	10,000	5,000



Guidelines on Performance-Based Bonus (PBB) Issued by the AO 25 IATF

MC No. 2012-01 August 13, 2012	Guidelines on the Cascading of Department Performance Targets in Line with EO No. 80, s.2012
MC No. 2012-02 and -02a October 16, 2012	Guidelines to Clarify the Good Governance Conditions for FY 2012
MC No. 2012-02a October 31, 2012	Amendment to Guidelines on Good Governance Condition on Cash Advance Liquidation for FY 2012
MC No. 2012-03 November 12, 2012	Guidelines on Determining Eligibility and Ranking Bureaus, Delivery Units and Individuals Based on Performance for the PBB in FY 2012
MC No. 2012-04 December 7, 2012	Guidelines on the Submission of Accomplishment Reports and Requests for Release of Funds for Payment of the Performance-Based Bonus (PBB) in FY 2012
MC No. 2012-05 January 14, 2013	Guidelines to Clarify the Eligibility and the Ranking of Personnel in Line with the Grant of Performance-Based Bonus (PBB) for FY 2012

