



**ADMINISTRATIVE ORDER NO. 15-25**

Series of 2015

**PROMULGATING RULES AND REGULATIONS TO IMPLEMENT MUNICIPAL ORDINANCE NUMBER 14, SERIES OF 2014.**

**Article 1. Title.** This rules shall be known and cited as "Rules and Regulations Implementing Municipal Ordinance Number 14, series of 2014.

**Article 2. Declaration of Policy.** It is hereby declared a policy of the municipality to give commendation to individuals or group of individuals in recognition of the services they rendered in order to carry out the purpose and objectives of the government which promotes the welfare of its inhabitants. Consistent with this, the awards and/or incentives system is thereby adopted in honor of these volunteers who play vital roles and specific functions to ensure that basic services are delivered even to the far-flung communities.

**Article 3. Scope and Coverage.** These rules shall govern the grant and release of incentives to Barangay Health Workers and Barangay Nutrition Scholars duly qualified in accordance with the provisions of Municipal Ordinance No. 14, series of 2014.

**Article 4. Definition of Terms.** When used in this rules, the following terms shall have their corresponding meaning:

1. Barangay Health Worker or BHW for brevity: refers to a person who has undergone training in any accredited government or non-government center and who voluntarily renders primary health care services in the community after having been accredited to function as such by the Local Health Board in accordance with the guidelines set forth by the Department of Health.
2. Barangay Nutrition Scholar or BNS for brevity: refers to a volunteer community worker trained for the implementation and delivery of community health and nutrition programs and services and other activities such as backyard food production, environmental sanitation, supplemental feeding, breast feeding and family planning to the barangay.

**Article 5. Awards and Incentives:** A loyalty service incentive in the form of Certificate of Loyalty Service Commendation and cash as provided under the ordinance shall be granted to qualified BHW and BNS who shall meet the requirements in accordance with the guidelines set forth under these rules. In order to qualify, a BHW or a BNS as the case may be must have rendered services to his/her barangay continuously for at least five (5) years from the date of his/her appointment up to June 30, 2015. Likewise, BHWs must have been duly accredited by the Local health Board while BNS must have been accredited by the concerned accrediting body or agency. Provided further that the following guidelines on the grant of cash incentive based on the number of years of services by a BHW or a BNS shall apply:

1. Any BHW who has served continuously for fifteen(15) years or more from the date of his/her appointment up to June 30, 2015 shall be granted an amount of Twenty Thousand Pesos (P20,000.00) while any BNS who has served for the same period shall be granted an amount of Ten Thousand Pesos (P10,000.00). Thereafter, they shall be granted the amount of five thousand pesos (P5,000.00) for BHWs and three thousand pesos (P3,000.00) for BNS after another five years of continuous service which will increase subsequently in accordance with the schedule set forth under Ordinance No. 14, series of 2014.
2. Those who have rendered continuous services for Ten Years or more but less than fifteen years from their date of appointment up to June 30, 2015 shall be granted the amount of Ten Thousand Pesos (P10,000.00) for a BHW and Eight Thousand Pesos (P8,000.00) for a BNS. Thereafter, they shall be granted the amount of Twenty Thousand Pesos (P20,000.00) for BHWs and ten thousand pesos (P10,000.00) for BNS after another five years of continuous service.
3. Those who have rendered continuous services for eight years or more but less than ten years from the date of their appointment up to June 30, 2015 shall be granted an amount of Eight Thousand Pesos (P8,000.00) for a BHW and Five Thousand Pesos (P5,000.00) for a BNS. Thereafter, they shall be granted the amount of ten thousand pesos (P10,000.00) for BHWs and eight thousand pesos (P8,000.00) for BNS after another two years of continuous service which will increase subsequently in accordance with the schedule set forth under Ordinance No. 14, series of 2014.
4. Those who have rendered continuous services for five years or more but less than eight years from the date of their appointment up to June 30, 2015 shall be granted an amount of Five Thousand Pesos (P5,000.00) for BHW and Three Thousand Pesos (P3,000.00) for BNS. Thereafter, they shall be granted the amount of eight thousand pesos (P8,000.00) for BHWs and five thousand pesos (P5,000.00) for BNS after another three years of continuous service which will increase subsequently in accordance with the schedule set forth under Ordinance No. 14, series of 2014.
5. BHWs and BNS who have not yet rendered the minimum five year requirement shall only be granted their corresponding cash incentives upon reaching their fifth year of continuous service which shall increase subsequently in accordance with the schedule set forth under the ordinance.
6. The provision under paragraph 2 of item no. 1 shall apply to all BHWs and BNS who have received the cash incentive granted for having rendered fifteen years of continuous active service.
7. Former BNS who were converted as BHWs shall be granted the corresponding cash incentive for BNS if they have not yet met the required number of years of continuous service from their appointment as BHWs up to June 30, 2015.
8. The last date of reappointment shall be the basis in determining the number of years of service of any reappointed BHW or BNS who were formerly separated from service or whose continuous service were

stopped by reason of non-renewal of contract or appointment, resignation, filing of certificate of candidacy in any election, non-performance of duties and functions, local or foreign employment, etc.

9. For the first time of implementation of the loyalty service incentive program, all BHWs and BNS who are sixty years old and above upon effectivity of these rules shall be granted their respective cash incentives corresponding to the number of years of continuous service. Provided however that consistent with Section 5 of the Ordinance, they shall no longer be reappointed and therefore, are disqualified from the program for the next following years.

**Article 6. Documentary Requirements.** The following documents must be submitted to facilitate the release of the cash incentives:


1. Appointment issued by the Punong Barangay or Contract of Services of the concerned BHW or BNS;
2. Certification from the respective Punong Barangay that the concerned BHW or BNS has actually rendered continuous services for the corresponding number of years.
3. Proof of accreditation issued by the Local Health Board for BHW. For BNS, a certification from the Municipal Health Officer that the concerned BNS is duly accredited by the concerned accrediting agency or body;
4. Certified list of Barangay Health Workers and Barangay Nutrition Scholars issued by the Municipal Health Office indicating therein their corresponding number of years of services from date of appointment up to June 30, 2015.

**Article 7. Schedule of Release.** The Local Finance Committee, upon determination of the availability of funds to be utilized for the initial grant of the cash incentives for this year, shall set the schedule for its release. Thereafter, the funds needed for this purpose shall be incorporated in the annual budget of the municipality for the succeeding years which shall be awarded during the Town Fiesta Celebration.

**Article 8. Repealing Clause.** All Administrative Orders and/or Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

**Article 9. Effectivity.** This Administrative Order shall take effect immediately.

**DONE** this 23<sup>rd</sup> day of October, 2015 at Itogon, Benguet.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor