



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

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EXECUTIVE ORDER NO. 02

Series of 2015

**PROMULGATING GUIDELINES FOR THE GRANT OF HAZARD AND
SUBSISTENCE ALLOWANCE TO MUNICIPAL SOCIAL WELFARE AND
DEVELOPMENT PERSONNEL.**

WHEREAS, R.A. 9433 or the Magna Carta for Public Social Workers declared a policy of the State to promote and improve the social and economic well-being of public social workers, their living conditions and terms of employment;

WHEREAS, it is also a policy of the state to encourage those with proper qualifications and excellent abilities to apply in social development work in government services;

WHEREAS, in faithful compliance with the pertinent provisions of R.A. 9433 and its Implementing Rules and Regulations, allocation for hazard and subsistence allowance of our municipal social welfare and development personnel is being incorporated in the Annual Budget of the municipality;

WHEREAS, to facilitate the processing and eventual release of the hazard and subsistence allowance to our social welfare and development personnel, there is a need to promulgate and/or establish guidelines in accordance with the provisions of the Act and its Implementing Rules and Regulations;

NOW THEREFORE, by virtue of the powers vested in me as Local Chief Executive, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby promulgate the following guidelines for the grant of hazard and subsistence allowance to our municipal social welfare and development personnel, to wit;

Section 1. Coverage. These guidelines shall govern the grant of hazard and subsistence allowance to municipal social workers occupying plantilla positions under the MSWDO.

Section 2. Entitlement and Determination of Personnel Exposed to Hazards.
All personnel occupying plantilla positions under the Municipal Social Welfare and Development Office are entitled to hazard and subsistence allowance, provided however that they are engaged in public social works wherein they are exposed to hazards as described in Section 16.1 of the Implementing Rules and Regulations of R.A. 9433.

In accordance with Section 16.1.2 of the Implementing Rules and Regulations, the Municipal Social Welfare and Development Officer shall prepare a list of positions in its plantilla with the corresponding job description/actual work as well as the names of the occupants thereof, describing therein the basis for justifying such positions' exposure to occupational risk or assignment to hazardous areas as enumerated under R.A. 9433.

Section 3. Derivation of Hazard Pay. Using the formula given under Section 16.1.3.2 of the Implementing Rules and Regulations, and consistent with Section 16.1.2.4 of the same which specifically provides that “*The period of entitlement shall be co-terminus with the duration of the actual assignment of the official or employee in the work areas or situations enumerated...*”, the computation of the amount of hazard allowance shall be as follows:

1. Computation for the daily rate (DR):

$$\text{Daily Rate} = \frac{\text{Monthly Rate} \times 20\%}{30 \text{ days}}$$

2. Computation of Total Number of Days exposed to hazard (TDE):

$$\text{TDE} = \frac{\text{Total Number of Hours Exposed}}{8 \text{ hours}}$$

3. Computation of Hazard Pay:

$$\text{Hazard Pay} = \text{Daily Rate} \times \text{TDE}$$

Section 4. Subsistence Allowance. MSWDO personnel are likewise entitled to subsistence allowance of at least Fifty Pesos (P50.00) per day of work. Provided however that personnel who are required to render services outside their regular workplace shall be entitled to traveling allowance in lieu of the subsistence allowance.

Section 5. Limitations. Pursuant to Section 16.1.4.1 of the IRR, MSWDO personnel under the following instances for more than one (1) full calendar month shall not be entitled to Hazard Duty Pay:

1. Those on vacation, sick and study leave;
2. Those on maternity leave; and
3. Those on full time attendance in training/grant/scholarship, grant/seminar or any similar activity, except when the place of activity is certified as risky or hazardous.

Section 6. Documentary Requirements. In processing the release of both hazard and subsistence allowance, the following documents shall be required:

- A. For Hazard Allowance:

1. Client Logbook - For hazard allowance, each personnel must keep and maintain a client logbook containing information such as the name of attending personnel, date, client's name and address, purpose or concern, time in and time out, signature of client and remarks by the attending personnel as to his/her exposure to hazard. A sample of which is attached hereto and marked as annex "A" to form, an integral part of this guidelines.

The client logbook shall be the basis of the Department Head in certifying as to the correctness of the information entered into the summary of exposure to hazard.



2. Summary of Exposure to Hazard – This document is a summary of the client logbook which contains only information on the transactions where the personnel is exposed to hazard. It should indicate the applicable month, the name and position of the personnel. It contains information as to the dates of exposure to hazard within the applicable month, particulars or activities/interventions done and the number of hours of exposure on a particular day, the total number of hours exposed within the month and the number of days exposed using the formula under Section 3 (2) hereof. A sample of this document is hereto attached and marked as annex “B” to form an integral part of this guidelines.

B. For subsistence allowance:

1. The subsistence allowance shall be processed simultaneously with the personnel's claim for reimbursement of traveling expenses within a month. Hence, the documents to be submitted shall be the personnel's Daily Time Record as well as the Travel Orders and corresponding certificate of appearances to determine the type of entitlement to be granted whether subsistence allowance or traveling allowance and the corresponding amount that is due for each personnel in accordance with Section 4 hereof.

Section 7. Miscellaneous/Transitory Provisions. Hazard allowance for the months of January, February, and March may be released using the individual monthly accomplishment reports of each personnel as attachment in place of the summary of exposure to hazard. Provided however that the usual office logbook and such other document containing all information about the daily activities/actions performed by each personnel and the type of client they have attended to shall be made available to the MSWD Officer from which she shall determine the accuracy and veracity of the statements made in the individual accomplishment report, the total number of days exposed to hazard as well as the type of activities or the acts performed to be considered as hazardous. Provided further that subsistence allowance for the months of January, February and March may be released in accordance with the provisions of this guidelines. Thereafter, the provisions of these guidelines shall apply for the grant and release of both hazard and subsistence allowance.

Section 8. Repealing Clause. All Executive Orders and Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

Section 9. Effectivity. This Order shall take effect immediately.

DONE this 17th day of April, 2015 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor