



**Department of Budget and Management
Department of Health**



Joint Circular No. 1, S. 2012
November 29, 2012

- TO :** Heads of Constitutional Bodies, Departments, Bureaus, Offices, and Agencies of the National Government, Including State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporations (GOCCs), and Government Financial Institutions (GFIs); Chief Executives of Local Government Units (LGUs); and All Others Concerned
- SUBJECT :** Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to Public Health Workers (PHWs)

1.0 Background Information

- 1.1 Under Section 35 of Republic Act (R.A.) No. 7305, "*Magna Carta of Public Health Workers*," approved on March 26, 1992, the Secretary, Department of Health (DOH), was authorized to formulate and prepare the necessary rules and regulations to implement the provisions of said Act, after consultations with appropriate government agencies and professional and health workers' organizations or unions.
- 1.2 On the other hand, Item (6), "*Magna Carta Benefits*," of the Senate and House of Representatives Joint Resolution (JR) No. 4, s. 2009, approved on June 17, 2009, "*Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes*," provides among others, that the Department of Budget and Management (DBM), in coordination with the agencies concerned, shall determine the qualifications, conditions, and rates in the grant of said benefits, and to determine those that may be categorized under the Total Compensation Framework. It further states that the consultative councils, departments, and officials previously authorized to issue the implementing rules and regulations of Magna Carta benefits shall no longer exercise said functions relative to the grant of said benefits.
- 1.3 Pursuant to the compensation principles espoused in the said JR No. 4, the grant of compensation-related Magna Carta benefits to PHWs needs to be rationalized to ensure equity and uniformity in remuneration. Moreover, there is a need to balance and harmonize the implementation of the provisions of R.A. No. 7305 and the implementing rules and regulations on the grant of said benefits with the availability of government financial resources and the imperative to enforce the rules on the use of funds, particularly savings.

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2.0 Purpose

This Joint Circular (JC) is issued to prescribe the rules and regulations on the grant of the following compensation-related Magna Carta benefits to PHWs:

- 2.1 Additional Compensation for Services Beyond the Normal Work Hours and on Non-Working Days;
- 2.2 Honorarium Per Medico-Legal Service;
- 2.3 Night Shift Differential;
- 2.4 Hazard Pay;
- 2.5 Subsistence Allowance;
- 2.6 Longevity Pay;
- 2.7 Laundry Allowance;
- 2.8 Free Living Quarters or Quarters Allowance;
- 2.9 Salary Increase Three (3) Months Prior to Compulsory Retirement;
- 2.10 Salary Step Increment for Completion of a Post Graduate Degree; and
- 2.11 Representation and Transportation Allowances for a Rural Health Physician.

3.0 Coverage

- 3.1 This JC covers civilian PHWs in national government agencies (NGAs), including SUCs, GOCCs, and GFIs, and in LGUs holding regular, contractual, and casual positions; rendering services on full-time or part-time basis; and whose positions are either covered or not covered by R.A. No. 6758, "*Compensation and Position Classification Act of 1989*," as amended. They are 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, or authorized representative.

"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."

- 3.2 In determining whether personnel may be considered as PHWs, the DOH shall ensure that the health service functions of an agency are authorized by law or by proper authority, and that the positions concerned are part of the authorized staffing of the organizational units performing the health service functions, and the incumbents thereof are actually engaged in health and health-related work.

4.0 Additional Compensation for Services Beyond the Normal Work Hours and on Non-Working Days

In line with Sections 16 and 17 of R.A. No. 7305, a PHW who may be required to render services beyond the normal 8 work hours per day and on non-working days may be paid additional compensation.

Such additional compensation may take any of the following forms:

4.1 Overtime Pay

A PHW on full-time service may be paid Overtime Pay at the same rates, conditions, and limitations applicable to qualified government personnel prescribed under Budget Circular (BC) No. 10 dated March 29, 1996, subject to compliance with prevailing applicable economy measures.

4.2 Compensatory Overtime Credits

In the absence of, or due to insufficiency of funds for payment of Overtime Pay, a PHW on full-time service may be authorized to earn Compensatory Overtime Credits and avail them as Compensatory Time-Off at the same rates, conditions, and limitations prescribed under Civil Service Commission - DBM JC Nos. 2 and 02-A, s. 2004.

5.0 Honorarium Per Medico-Legal Service

5.1 In a place where there is no Medico-Legal Officer, the Provincial Health Officer, City Health Officer, Municipal Health Officer, Rural Health Physician, or Medical Officer of an LGU health office or government hospital who is a duly designated Medico-Legal Officer, and who has undergone appropriate training for medico-legal services, may be granted Honorarium Per Medico-Legal Service at the following rates, in view of Section 10 of R.A. No. 7305. Said Honorarium serves as token payment since such medico-legal service is over and above the regular workload.

Kind of Medico-Legal Service	Honorarium Rate
• Conduct of medical examination on:	
Slight physical injury	P 500
Less serious physical injury	500
Serious physical injury	1,000
Rape victim	2,000
Child sexual and/or physical abuse victim	2,000
• Conduct of necropsy or autopsy	2,500
• Each court appearance to testify on findings	1,500

5.2 If a designated Medico-Legal Officer needs to travel outside of the official work station in the performance of medico-legal service, he/she may be allowed to incur expenses relative to local travel pursuant to the pertinent provisions of Executive Order (E.O.) No. 248 issued on May 29, 1995, as

amended by E.O. No. 248-A issued on August 14, 1995, and E.O. No. 298 issued on March 23, 2004, and as amended.

6.0 Night Shift Differential (NSD)

- 6.1 Heads of hospitals, sanitarium, health infirmaries, and other health-related establishments shall give due attention to distributing the burden of work shifts to PHWs outside of the normal 8 work hours per day and normal 5 workdays per week. Work hours at night, on rest days, and during holidays shall be shared equitably with all members of the workforce.
- 6.2 As premium for commitment to work competently in the less than desirable work hours, NSD may be granted for performance of duties during shift work which falls wholly or partly between 10:00 P.M. and 6:00 A.M. of the following day, pursuant to Section 18 of R.A. No. 7305.
- 6.3 The NSD shall be 10% of the hourly salary rate for a PHW on full-time basis.
- 6.3.1 Given a civilian PHW with a monthly basic salary, S , the NSD per hour shall be computed based on the following formula:
- $$\text{NSD} = \left(\frac{S}{1 \text{ Month}} \right) \left(\frac{1 \text{ Month}}{22 \text{ Workdays}} \right) \left(\frac{1 \text{ Workday}}{8 \text{ Work Hours}} \right) (0.1)$$
- To simplify, $\text{NSD} = (0.000568)(S)$
- 6.3.2 The total NSD for a month for a PHW shall be the product of the NSD per hour in sub-item 6.3.1 hereof and the total number of work hours in a month between 10:00 P.M. and 6:00 A.M. of the following day.
- 6.4 If overtime service is rendered within 10:00 P.M. and 6:00 A.M. of the following day, NSD may be granted at 10% of the Overtime Pay, pursuant to Section 18b) of R.A. No. 7305.

7.0 Hazard Pay

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

As a general compensation policy, and in line with Section 21 of R.A. No. 7305, 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.

- 7.1 Pursuant thereto, Hazard Pay may be granted to PHWs if they are exposed to high risk or low risk hazards as defined below:
- 7.1.1 High Risk Hazards – Exposure to high risk hazards refers to direct and unavoidable exposure in the following areas:

- 7.1.1.1 Specific work areas in hospitals, sanitarium, leprosanaria, and infirmaries such as patient wards, intensive care units, operating rooms, emergency rooms, out-patient departments, and other medical departments where PHWs are in contact with patients with contagious and communicable diseases and handle hospital paraphernalia used by patients such as linen, food, utensils, bed pan, etc.;
- 7.1.1.2 Specific work areas in Provincial Health Offices, City Health Offices, Municipal Health Offices, rural health units, and health centers where PHWs are exposed to out-patients with contagious and communicable diseases;
- 7.1.1.3 Specific work areas in the DOH Central Office, Centers for Health Development, DOH attached agencies, and other health-related establishments where PHWs are exposed to patients with contagious and communicable diseases, or handling infectious specimens for testing, chemicals and other hazardous items;
- 7.1.1.4 Radiation-exposed areas such as laboratories and service workshops that involve operation or maintenance of radiation-emitting equipment and handling of radioactive and toxic substances;
- 7.1.1.5 Chemical and medical laboratories where personnel receive and directly handle infectious specimens or materials, or conduct inspection and regulatory functions;
- 7.1.1.6 Prison camps and institutions for mental health where exposure to bodily harm and risks from psychiatric patients exist;
- 7.1.1.7 Drug abuse drop-in centers or rehabilitation centers where exposure to bodily harm and risks from drug-crazed patients exist;
- 7.1.1.8 Work areas where rescue operations/evacuations are carried out due to calamities and health emergencies;
- 7.1.1.9 Highly disease-infected and vector-infested areas;
- 7.1.1.10 Work areas involving handling and/or spraying of insecticides, molluscicides, pesticides and other hazardous chemicals;
- 7.1.1.11 Work areas involving direct handling of laboratory animals for purposes of experimentation, research, observation, and the like;

7.1.1.12 Health-related establishments located in embattled or strife-torn areas which are sites of armed encounters between government troops and enemy forces and/or enemy-initiated attacks, raids, or ambushes, as may be declared and certified by the Department of National Defense authorities concerned; and

7.1.1.13 “Geographically Isolated and Disadvantaged Areas” pursuant to DOH Administrative Order No. 185, s. 2004, as defined and identified by the DOH due to distance, isolation, extreme weather conditions, and transportation inaccessibility/difficulties, hence, with poor access to basic health services.

7.1.2 Low Risk Hazards – Exposure to low risk hazards refers to exposure to less degree of occupational risks, perils to life or physical hardships such as in specific work areas in hospitals, sanitarium, health offices, DOH Central Office, Centers for Health Development, DOH attached agencies and other health-related establishments where PHWs perform administrative support services with minimal direct contact with patients or minimal exposure to hazardous items.

7.2 The rates of Hazard Pay for a month for PHWs exposed to the above-mentioned risks shall be as follows:

7.2.1 For PHWs whose positions are at SG-19 and below, Hazard Pay shall be based on the degree of exposure to high risk or low risk hazards, as specified in sub-items 7.1.1 and 7.1.2 above, and the number of workdays of actual exposure over 22 workdays in a month, at rates not to exceed 25% of monthly basic salary. In case of exposure to both high risk and low risk hazards, the Hazard Pay for the month shall be based on only one risk level, whichever is more advantageous to the PHW.

Rates of Hazard Pay

Level of Risk	High Risk	Low Risk
Actual Exposure		
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

- 7.2.2 PHWs whose positions are at SG-20 and above may be entitled to Hazard Pay at 5% of their monthly basic salaries for all days of exposure to high risk and/or low risk hazards. However, 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.

8.0 Subsistence Allowance

- 8.1 Pursuant to Section 22 of R.A. No. 7305, PHWs who render services within the premises of hospitals, sanitarium, health infirmaries, 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 may be entitled to Subsistence Allowance.
- 8.2 PHWs under the following circumstances, however, are not entitled to Subsistence Allowance:
- 8.2.1 When not required to make their services available at all times such that they can leave their work stations during break-times;
 - 8.2.2 When on leave of absence, with or without pay;
 - 8.2.3 While on official travel and entitled to travel expenses under E.O. No. 298 and as amended; and
 - 8.2.4 While attending trainings, seminars, workshops, and similar activities where meals are provided.
- 8.3 The Subsistence Allowance shall be P50 for each day of actual full-time service, or P25 for each day of actual part-time service.

9.0 Longevity Pay (LP)

- 9.1 Pursuant to Section 23 of R.A. No. 7305, a PHW may be granted LP at 5% of his/her current monthly basic salary, in recognition of every 5 years of continuous, efficient, and meritorious services rendered as PHW. The grant thereof is based on the following criteria:
- 9.1.1 The PHW holds a position in the agency plantilla of regular positions; and
 - 9.1.2 He/She has rendered at least satisfactory performance and has not been found guilty of any administrative or criminal case within all rating periods covered by the 5-year period.
- 9.2 A PHW in the service as of the effectivity of R.A. No. 7305 on April 17, 1992, shall be granted the first Longevity Pay on the day after reaching the first 5 years as PHW, i.e., on April 17, 1997. Subsequent LPs shall be granted every 5 years thereafter.

- 9.3 A PHW hired after April 17, 1992, or after the effectivity of this JC, may be granted LP after completion of 5 years of service as PHW.
- 9.4 The grant of LP to a PHW on leave of absence with or without pay for more than 3 months shall be deferred corresponding to the period of leave of absence in order to complete the service and performance rating requirements.
- 9.5 On or after the effectivity of this JC, a PHW previously granted Step Increment Due to Length of Service shall no longer be granted subsequent Step Increment Due to Length of Service in view of the prohibition in item (4)(d) of said JR No 4. Likewise, a PHW hired on or after the effectivity of this JC shall not be granted Step Increment Due to Length of Service.
- 9.6 The latest LP may be adjusted due to any of the following circumstances:
- 9.6.1 Salary increase pursuant to existing law and executive order issued by the President of the Philippines;
- 9.6.2 Salary increase due to promotion; and
- 9.6.3 Salary step increment due to meritorious performance and other step increments authorized under existing laws, except due to length of service.
- 9.7 The first Longevity Pay, LP_1 , shall be based on the monthly basic salary, S_1 , as of the LP_1 effectivity, upon completion of the first 5 years of service as PHW. The second Longevity Pay, LP_2 , shall be based on the monthly basic salary, S_2 , as of the LP_2 effectivity, and so on. The total Longevity Pay, LP_T , at any given time shall be the sum of LP_1 up to the latest Longevity Pay, LP_n . Thus,
- $$LP_1 = (0.05)(S_1)$$
- $$LP_2 = (0.05)(S_2)$$
- $$LP_n = (0.05)(S_n)$$
- $$LP_T = LP_1 + LP_2 + \dots + LP_n$$
- 9.8 The LP shall be a separate benefit not integrated into the basic salary.
- 9.9 A PHW shall be issued a Notice of Longevity Pay or a Notice of Longevity Pay Increase, as the case may be, by following the formats attached as Annex "A1" and Annex "A2," respectively.

10.0 Laundry Allowance

- 10.1 In view of Section 24 of R.A. No. 7305, Laundry Allowance may be granted to PHWs in hospitals, sanitarium, health infirmaries, or other health-related establishments, 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 re-assuring patients of their professionalism, competency, and identity.

- 10.2 A PHW who rendered actual service on all workdays in a month shall be granted Laundry Allowance at P150/month.
- 10.3 A PHW who rendered less than a month of actual service shall be granted the Laundry Allowance for the month, LA, corresponding to the number of days of actual services rendered, D, computed by using the following formula:

$$LA = \left(\frac{P150}{1 \text{ month}} \right) \left(\frac{1 \text{ month}}{22 \text{ days}} \right) (D \text{ days of actual services rendered})$$

To simplify, $LA = (6.818)(D)$

11.0 Free Living Quarters or Quarters Allowance

Section 26 of R.A. No. 7305 provides for Free Living Quarters to qualified PHWs or Quarters Allowance in the absence thereof.

- 11.1 PHWs on tour of duty and those who, because of unavoidable circumstances are forced to stay or required to stay in hospitals, sanitarium, or health infirmaries since the nature of their work involves round-the-clock supervision of the different activities of hospitals, sanitarium, and health infirmaries, are entitled to non-commutable Free Living Quarters.
- 11.1.1 The Chief of Hospital, Sanitarium, or Health Infirmaries is automatically entitled to Free Living Quarters which may include telephone, water, and electricity for basic needs.
- 11.1.2 The Chief of Hospital, Sanitarium, or Health Infirmaries shall decide who among the PHWs are also qualified to Free Living Quarters.
- 11.1.3 Pursuant to DBM Circular Letter No. 2000-17, "*Reimbursement of Basic Light and Water Bills of Certain Hospital Officials*," issued on September 19, 2000, to supplement Section 26 of R.A. No. 7305, the Free Living Quarters of the Chief of Hospital, Chief of Clinics, Chief Administrative Officer, and Chief Nurse who own houses within the locality or in close proximity to the hospital may be forfeited. In lieu thereof, reimbursement of light and water bills pertaining to the personal basic consumption of the official, at rates not exceeding the minimum charges for electricity and water consumption prevailing in the locality may be allowed. This minimum charge is the fixed rate for the first block of kilowatt-hours of electricity or first block of cubic meters of water consumed.
- 11.2 In the absence of Free Living Quarters, each qualified PHW may be granted Quarters Allowance at the prevailing rental rate in the locality, until Free Living Quarters are available.

12.0 Salary Increase Three (3) Months Prior to Compulsory Retirement

- 12.1 In view of Section 30 of R.A. No. 7305, a PHW who holds a position in the agency plantilla of regular positions may be granted salary increase corresponding to 1 salary range or grade higher than his/her basic monthly salary. This shall serve as basis for his/her retirement and Terminal Leave Benefit under existing laws.
- 12.2 If the position of a PHW is covered by R.A. No. 6758, as amended, the 1 salary grade increase 3 months before compulsory retirement shall be based on the applicable salary schedule for the NGA, GOCC, or LGU concerned. For example, if the salary of a PHW is at SG-18, Step 7, it shall be adjusted to SG-19, Step 7.
- 12.3 If the position of a PHW is not covered by R.A. No. 6758, as amended, the 1 salary/job grade increase 3 months before compulsory retirement shall be based on the salary schedule authorized for the agency.
- 12.4 The PHW concerned shall be issued a Notice of Salary Increase by following the format attached as Annex "B."

13.0 Salary Step Increment for Completion of a Post Graduate Degree

- 13.1 In line with Section 34b) of R.A. No. 7305, a PHW who holds a position in the agency plantilla of regular positions and who completes a masteral or doctoral degree related to the performance of the duties and responsibilities his/her position after at least 2 years or more of service as PHW, may be entitled to 1 salary step increase to be integrated into the basic salary, in recognition of his/her efforts towards professional advancement.
- 13.2 The grant of such 1 salary step increment shall not be more often than every 2 years.
- 13.3 If the position of a PHW is covered by R.A. No. 6758, as amended, the 1 salary step increase shall be based on the salary grade allocation of his/her position in the applicable salary schedule for the NGA, GOCC, or LGU concerned, but not exceeding Step 8. For example, if the salary of a PHW is at SG-18, Step 7, it shall be adjusted to SG-18, Step 8.
- 13.4 If the position of a PHW is not covered by R.A. No. 6758, as amended, the 1 salary step increase shall be based on the salary/job grade allocation of his/her position in the agency's salary schedule, but not exceeding the last salary step.
- 13.5 The PHW concerned shall be issued a Notice of Salary Step Increment by following the format attached as Annex "C."

14.0 Representation and Transportation Allowances (RATA) for a Rural Health Physician

Section 22 of R.A. No. 7305 provides that "representation and travel allowance shall be given to rural health physicians as enjoyed by municipal agriculturists, municipal planning and development officers and budget officers."

Considering the intent of the foregoing provision, the previously established rules under sub-item 3.1.5 of Local Budget Circular No. 59-A dated December 8, 1997, and sub-section 7.4 of the Revised Implementing Rules and Regulations of R.A. No. 7305, and the need to observe compensation equity among positions of Rural Health Physician, the grant of their RATA shall be governed by the following rules:

- 14.1 The incumbent of a devolved position of Rural Health Physician in an LGU shall be entitled to RATA in the total amount of P2,200 per month, which he/she received as of the devolution to an LGU, consistent with the policy on no diminution of benefits of devolved personnel as provided under Executive Order No. 503 issued on January 22, 1992.
- 14.2 Upon appointment to an LGU organic position, the former devolved Rural Health Physician shall no longer be entitled to the P2,200 per month RATA but to the RATA for his/her new position, if any.
- 14.3 A new appointee to the position of Rural Health Physician shall also be entitled to RATA in the total amount of P2,200 per month.
- 14.4 The grant of RATA to Rural Health Physicians shall be governed by the same rules and regulations on the grant thereof to qualified local government officials and employees prescribed under Local Budget Circular No. 79 and as amended.

15.0 General Conditions on the Grant of Magna Carta Benefits

- 15.1 The grant of the compensation-related Magna Carta benefits to PHWs shall be subject to availability of funds. In case of insufficiency or lack of funds, the benefits may be granted at lower rates which shall be applied uniformly or proportionately to all the PHWs concerned in an agency. The agency head shall determine the priority benefits that can be supported by available funds.
- 15.2 PHWs shall not be entitled to back Magna Carta benefits for prior years.
- 15.3 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.

16.0 Fund Source

16.1 For NGAs including SUCs:

16.1.1 The amounts required for payment of Magna Carta benefits shall be charged to the respective agency appropriations/budgets. The use of agency savings for the purpose shall be subject to approval of the DBM pursuant to Section 41 of the General Provisions of R.A. No. 10155, the FY 2012 General Appropriations Act (GAA).

16.1.2 In succeeding years, the requirement for Magna Carta benefits of PHWs in national government agencies concerned shall be provided for in the budget.

16.1.3 The Magna Carta benefits for contractual and casual personnel shall be charged against the respective agency lump sum appropriations from which their salaries or wages are drawn.

16.2 For GOCCs and GFIs, the amounts required shall be charged against their respective corporate funds in the approved corporate operating budgets.

16.3 For LGUs, the amounts required shall be charged against their respective local government funds, subject to the Personal Services limitation in LGU budgets prescribed under R.A. No. 7160, "*Local Government Code of 1991.*"

17.0 Responsibilities of Agency Heads

17.1 Agency Heads shall be held responsible for the proper implementation of the provisions of this JC.

17.2 They may issue such agency internal guidelines providing specific criteria and administrative procedures on the grant of each Magna Carta benefit as supplement to this JC.

17.3 They shall be held liable for any grant or payment of Magna Carta benefits not in accordance with the provisions of this JC without prejudice, however, to the refund of any undue payment received by the PHW concerned.

18.0 Saving Clause


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

19.0 Repealing Clause

All existing provisions of circulars or issuances on the grant of compensation-related Magna Carta benefits to PHWs that are inconsistent with the provisions of this Joint Circular are repealed or superseded accordingly.

20.0 Effectivity

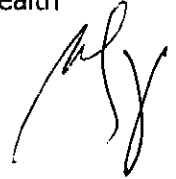
This Joint Circular shall take effect January 1, 2013.



FLORENCIO B. ABAD
Secretary
Department of Budget and Management



DR. ENRIQUE T. ONA
Secretary
Department of Health



Notice of Longevity Pay

Date: _____

Mr./Ms. _____

Dear Mr./Ms. _____:

Pursuant to sub-item 9.9 of the Department of Budget and Management and Department of Health Joint Circular No. _____, s. 2012, dated _____, 2012 implementing item (6) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, and Section 23 of Republic Act No. 7305, your Second* Longevity Pay as _____, SG-____, Step _____, effective _____, shall be as follows:

- 1. Actual monthly basic salary P _____
- 2. Second Longevity Pay (5% of item 1) P _____

Your Total Longevity Pay as of _____, follows:

First Longevity Pay as of _____ P _____

Second Longevity Pay as of _____ P _____

Total Longevity Pay P _____

This Second Longevity Pay is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Item No./Unique Item No., FY _____ Personal Services Itemization and/or Plantilla of Personnel: _____

Very truly yours,

Agency Head

*As an example

Notice of Longevity Pay Increase

Date: _____

Mr./Ms. _____

Dear Mr./Ms. _____:

Pursuant to sub-item 9.9 of the Department of Budget and Management and Department of Health Joint Circular No. _____, s. 2012, dated _____, 2012 implementing item (6) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, and Section 23 of Republic Act No. 7305, your Second* Longevity Pay as _____, SG-____, Step _____, is re-adjusted effective _____, as follows:

- 1. Actual monthly basic salary P _____
- 2. Second Longevity Pay as of _____
due to salary increase pursuant to _____ (5% of tem 1) P _____
- 3. Second Longevity Pay (granted prior to item 2) P _____
- 4. Second Longevity Pay Increase (item 2 less item 3) P _____

This Longevity Pay increase is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Item No./Unique Item No., FY _____ Personal Services Itemization
and/or Plantilla of Personnel: _____

Very truly yours,

Agency Head

*As an example

Notice of Salary Increase

Date: _____

Mr./Ms. _____

Dear Mr./Ms. _____:

Pursuant to sub-item 12.4 of the Department of Budget and Management and Department of Health Joint Circular No. _____, s. 2012, dated _____, 2012 implementing item (6) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, and Section 30 of Republic Act No. 7305, your salary as _____, SG-_____, is hereby adjusted effective _____, as follows:

- 1. Actual monthly basic salary at SG-_____, Step_____ ₱ _____
- 2. Add: one (1) salary grade increase 3 months prior to compulsory retirement as Public Health Worker ₱ _____
- 3. Adjusted monthly basic salary effective _____ ₱ _____

This salary increase is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Item No./Unique Item No., FY _____ Personal Services Itemization and/or Plantilla of Personnel: _____

Date of Compulsory Retirement as Public Health Worker _____

Very truly yours,

Agency Head

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Notice of Salary Step Increment

Date: _____

Mr./Ms. _____

Dear Mr./Ms. _____:

Pursuant to sub-item 13.5 of the Department of Budget and Management and Department of Health Joint Circular No. _____, s. 2012, dated _____, 2012 implementing item (6) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, and Section 34b) of Republic Act No. 7305, your salary as _____, SG-____, is hereby adjusted effective _____, as follows:

- 1. Actual monthly basic salary at SG-____, Step____ P _____
- 2. Add: one (1) salary step increment for completion of a post graduate degree P _____
- 3. Adjusted monthly basic salary effective _____ P _____

This salary increase is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Item No./Unique Item No., FY _____ Personal Services Itemization and/or Plantilla of Personnel: _____

Very truly yours,

Agency Head

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