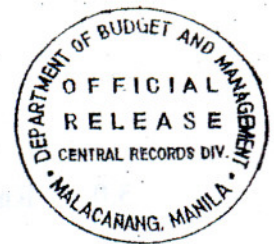




REPUBLIC OF THE PHILIPPINES

Department of Budget and Management

Building I, General Solano Street, San Miguel, Manila



DATE

BUDGET CIRCULAR

DBM ORGANIZATION, POSITION CLASSIFICATION and COMPENSATION BUREAU (OPCCB) Received <u>8-4-2005</u> Date _____
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No. 2005-4
July 13, 2005

TO : All Heads of Departments, Bureaus and Agencies of the National Government, Including State Universities and Colleges (SUCs), Government-Owned and/or -Controlled Corporations (GOCCs), and Government Financial Institutions (GFIs); Local Government Units (LGUs); and All Others Concerned

SUBJECT : RULES AND REGULATIONS ON THE GRANT OF HAZARD DUTY PAY

1.0 Purpose

This Circular is issued to provide the rules and regulations to implement Section 54 of the General Provisions of Republic Act No. 9336 (FY 2005 General Appropriations Act) which authorizes the use of savings from the appropriations of a department, bureau or office upon recommendation of the Department Head and approval of the Secretary of Budget and Management for payment of hazard duty pay (HDP) to officials and employees who are actually assigned to, and performing their duties in, strife-torn or embattled areas as may be determined and certified by the Secretary of National Defense.

2.0 Coverage and Exemptions

2.1 This Circular shall apply to all government personnel in national government agencies (NGAs), including SUCs, GOCCs, GFIs, and LGUs, whether appointive or elective, on full-time or part-time basis, under permanent or temporary status, personnel with casual and contractual appointments whose salaries/wages are charged to the budgetary allocation for personal services, and who are actually assigned to and performing their duties and responsibilities in strife-torn or embattled areas.

2.2 This Circular shall not apply to the following:

2.2.1 Those entitled to HDP or other similar allowances under existing laws, such as the military and uniformed personnel, public health workers, scientists, engineers, researchers and science and technology personnel in government;

2.2.2 Those hired through contract of service or job order basis; and

- 2.2.3 Those who are not actually assigned to nor performing their duties and responsibilities in strife-torn or embattled areas.

3.0 Rules and Regulations

- 3.1 Heads of government agencies may grant HDP to their personnel at the following rates without the need for approval by the Department of Budget and Management (DBM), provided that the following conditions are met:

- 3.1.1 The personnel were actually assigned to, and performing their duties and responsibilities in, strife-torn or embattled areas for the following periods in a month:

<u>Period of Assignment in Work Days</u>	<u>Monthly Rates</u>
1 to 7 days	P 400
8 to 14 days	500
15 or more days	600

- 3.1.2 The areas of assignment have been determined and certified by the Secretary of National Defense or by his authorized representative as strife-torn or embattled areas.
- 3.2 The periods of entitlement to HDP shall be coterminous with the duration of the actual assignments of the personnel in strife-torn or embattled areas, but in no case they shall exceed 3 months. Such entitlement to HDP may be renewed as deemed necessary by the head of agency, subject to items 3.1.1 and 3.1.2 above.
- 3.3 Those who work on part-time bases shall receive half of the amounts received by full-time personnel in the same situation.
- 3.4 The HDP of personnel detailed in other government agencies which work areas are identified as strife-torn or embattled shall be paid by their respective mother agencies.
- 3.5 Government personnel who are assigned to strife-torn or embattled areas shall no longer be entitled to receive HDP when they are under the following instances for one (1) full calendar month or more:
- 3.5.1 When on vacation, sick or study leave with or without pay;
- 3.5.2 When on maternity leave;
- 3.5.3 When on summer vacation, such as teachers;
- 3.5.4 When on terminal leave;
- 3.5.5 When on detail with another agency which work areas are not strife-torn or embattled;
- 3.5.6 When on attendance in training courses/scholarship grants/seminars/similar activities; and

3.5.7 When on official travel outside of their official stations.

3.6 The government agencies concerned shall submit to the respective DBM Budget and Management Bureaus or Regional Offices not later than fifteen (15) days after the end of each fiscal year a report on the personnel granted HDP by following the format attached as Annex A.

4.0 Funding Source

The funding source for the amounts necessary to implement the provisions of this Circular shall be as follows:

- 4.1 For NGAs, including SUCs, the amount shall be charged against available savings from released allotments for current operating expenditures without need for prior authority from the DBM, provided all authorized mandatory expenses shall have been paid first;
- 4.2 For GOCCs and GFIs, the amount shall be charged against savings from their respective DBM-approved corporate operating budgets; and
- 4.3 For LGUs, the amount shall be charged against their respective local government funds, subject to the personal services limitation under Section 325 (a), RA No. 7160 (Local Government Code of 1991), and subject further to the enactment of appropriate Sanggunian ordinances for the purpose.

5.0 Responsibility of the Head of Agency

The head of agency shall be held responsible for the submission of the required reports. He shall also be held personally liable for any payment of HDP not in accordance with the provisions of this Circular without prejudice, however, to the refund of any excess payment received by the official or employee concerned.

6.0 Saving Clause

Cases not covered by the provisions of this Circular shall be submitted to the Secretary of Budget and Management for resolution.

7.0 Repealing Clause

This Circular supersedes National Budget Circular No. 451 dated March 14, 1996.

8.0 Effectivity

This Circular shall take effect fifteen (15) days after publication in the Official Gazette.



MARIO L. RELAMPAGOS
Officer-In-Charge

Report on Personnel Granted Hazard Duty Pay (HDP)
Pursuant to Budget Circular No. _____
FY _____

Department _____

Bureau/Agency _____

Name of Personnel (1)	Unique Item Number (2)	Position Title and Salary Grade (3)	Work Area (4)	Period of Assignment (5)												HDP Paid (6)												Total Amount (7)
				Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	

Prepared/Certified Correct:

Approved:

 Administrative Officer

 Agency Head