



Department of Budget and Management
Department of Health



Joint Circular No. 1, s. 2020
November 25, 2020

TO : Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy, State Universities and Colleges (SUCs), and Government-Owned or -Controlled Corporations (GOCCs); Local Water Districts (LWDs); Local Government Units (LGUs); and All Others Concerned

SUBJECT : Guidelines on the Grant of the COVID-19 Active Hazard Duty Pay

1.0 Background

- 1.1 Administrative Order (AO) No. 35¹ dated November 16, 2020 authorizes the grant of an **Active Hazard Duty Pay (AHDP)** not exceeding **P3,000 per month** to frontline Human Resources for Health (HRHs) whose services are essential in the fight against COVID-19 and are exposed to health risks and hazards due to the pandemic.
- 1.2 AO No. 35 is in line with Republic Act (RA) No. 11494 or the "Bayanihan to Recover as One Act", which affirmed the existence of a continuing national emergency in view of the unabated spread of the COVID-19 virus and the ensuing economic disruption therefrom.

Among others, Section 4(w) of RA No. 11494 authorized the national government to grant AHDP to all HRHs, such as medical and allied medical staff, serving in the frontlines during the COVID-19 state of national emergency.

The AHDP shall be in addition to the Hazard Pay granted under RA No. 7305 or the "Magna Carta of Public Health Workers" and the COVID-19 Special Risk Allowance provided under AO No. 36².

Moreover, the AHDP for frontline HRHs shall be exempt from income tax.

¹ Authorizing the Grant of Active Hazard Duty Pay to Human Resources for Health Serving in the Frontlines During the State of National Emergency

² Authorizing the Grant of COVID-19 Special Risk Allowance to Private and Public Health Workers Directly Catering to or in Contact With COVID-19 Patients During the State of National Emergency

2.0 Purpose

This Joint Circular is issued to prescribe the guidelines on the grant of the COVID-19 AHDP pursuant to AO No. 35.

3.0 Definition of Terms

As defined under Section 1 of AO No. 35, **frontline HRHs** shall refer to medical, allied-medical, and other personnel in the public sector who are involved in the national health care response to mitigate the transmission of COVID-19 and prevent further loss of lives.

For this purpose, **health care response** shall refer to activities involving prevention, detection, isolation, and treatment of COVID-19 towards the goal of reducing the number of cases and death.

4.0 Guidelines and Conditions on the Grant of the COVID-19 AHDP

The grant of the COVID-19 AHDP shall be subject to the following guidelines and conditions:

4.1 The frontline HRHs are either:

- (i) civilian employees occupying regular, contractual, or casual positions, whether full-time or part-time; or
- (ii) workers directly engaged by agencies concerned through contract of service (COS) or job order (JO) basis, including duly accredited and registered Barangay Health Workers (BHWs).

In the case of LGUs, the list of frontline HRHs, including BHWs, shall be determined by their respective local health boards.

4.2 The frontline HRHs are assigned in hospitals, laboratories, or medical and quarantine facilities.

4.3 The official duties and responsibilities of the frontline HRHs are directly related to the healthcare response of the government to COVID-19.

4.4 The frontline HRHs physically report for work at their assigned work stations on the prescribed official working hours, as authorized by the head of agency/office, during the state of national emergency.

4.5 The grant of the COVID-19 AHDP shall be pro-rated based on the number of days that frontline HRHs physically report for work in a month, as certified by the head of hospital, laboratory, or medical and quarantine facility, or his/her authorized representative, reckoned from September 15, 2020 until December 19, 2020, as follows:

$$\text{COVID-19 AHDP} = \frac{\text{P3,000}}{22 \text{ days}} \times \text{Number of Days Physically Reporting for Work During the Month}$$



- 4.6 For purposes of rationalizing the grant of the COVID-19 AHDP, one (1) day shall be equivalent to eight (8) working hours.

Hence, for facilities adopting a 12-hour or 24-hour shift as their prescribed official working hours for the duration of the state of national emergency, the computation of the COVID-19 AHDP shall be adjusted proportionately, subject further to Item 4.5 hereof.

- 4.7 The COVID-19 AHDP of frontline HRHs hired on part-time basis in one or more agencies shall be in direct proportion to the services rendered, provided that the total COVID-19 AHDP received from all sources shall not exceed P3,000 per month.
- 4.8 The COVID-19 AHDP of the frontline HRHs on detail to another government agency shall be granted by the parent agency.
- 4.9 A frontline HRH who is a compulsory retiree, on service extension, may be granted the COVID-19 AHDP, subject to the pertinent conditions and guidelines under this Joint Circular.

5.0 Exclusion from the Grant of the COVID-19 AHDP to Frontline HRHs

Those engaged without employer-employee relationship and funded from non-Personnel Services appropriations/budgets are excluded from the grant of the AHDP, except those authorized under Item 4.0 of this Joint Circular, namely:

- 5.1 Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- 5.2 Laborers engaged through job contracts (*pakyaw*) and those paid on piecework basis;
- 5.3 Student workers and apprentices; and
- 5.4 Individuals and group of individuals whose services are engaged through COS or JO, including BHWs, who are not assigned in hospitals, laboratories, or medical and quarantine facilities.

6.0 Roles and Responsibilities

6.1 Department of Health (DOH)

6.1.1 The DOH Central Office, through the Administrative Service-Personnel Administrative Division of the Administration and Financial Management Team (AFMT), shall:

- a. Prepare and release guidelines for the sub-allotment or transfer of funds for the COVID-19 AHDP to Centers for Health Development (CHDs), Ministry of Health-Bangsamoro Autonomous Region in Muslim Mindanao (MOH-BARMM),



DOH hospitals, specialty hospitals, and the Philippine General Hospital (PGH); and

- b. Consolidate the reports received from the CHDs, MOH-BARMM, DOH hospitals, specialty hospitals, and the PGH.

6.1.2 The DOH CHDs shall:

- a. Coordinate with LGUs and other government health facilities within their jurisdiction;
- b. Enter into a Memorandum of Agreement (MOA) with LGUs and other health facilities for the transfer of funds and the payment of the COVID-19 AHDP to eligible frontline HRHs;
- c. Evaluate and process claims for the grant of the COVID-19 AHDP to eligible frontline HRHs;
- d. Submit reports to the DOH-AFMT on the number of the COVID-19 patients attended to, and list of eligible frontline HRHs indicating their positions, amount of the AHDP, and days physically present;
- e. Submit to the DOH-AFMT a certification attesting to the truthfulness of the contents of the report and adequate consent for sharing of data has been obtained from the frontline HRHs involved. The certification must be signed by the head of human resource or personnel division (if such division is in the structure) and the head of health facility, clearly indicating his/her designation of position; and
- f. Submit to the DOH-AFMT the financial and accomplishment reports for monitoring, in accordance with pertinent accounting and auditing rules and regulations.

6.2 **MOH-BARMM**

- a. Coordinate with LGUs and other government health facilities within its jurisdiction;
- b. Enter into a MOA with LGUs and other health facilities for the transfer of funds and payment of the COVID-19 AHDP to eligible frontline HRHs;
- c. Evaluate and process claims for the grant of the COVID-19 AHDP to eligible frontline HRHs;
- d. Submit reports to the DOH-AFMT on the number of COVID-19 patients attended to, and list of eligible frontline HRHs indicating their positions, amount of the AHDP, and days physically present;
- e. Submit to the DOH-AFMT a certification attesting to the truthfulness of the contents of the report and adequate consent for sharing of data has been obtained from the frontline HRHs involved. The certification must be signed by the head of human resource or personnel division (if such division is in the structure) and the head of health facility, clearly indicating his/her designation of position; and



- f. Submit to DOH-AFMT the financial and accomplishment reports for monitoring, in accordance with pertinent accounting and auditing rules and regulations.

6.3 DOH Hospitals, Specialty Hospitals, Drug Treatment and Rehabilitation Centers, and the PGH shall:

- a. Facilitate the payment of the COVID-19 AHDP to eligible frontline HRHs;
- b. Submit to the DOH-AFMT reports on the number of the COVID-19 patients attended to, and list of eligible frontline HRHs indicating their positions, amount of AHDP, and days physically present;
- c. Submit to the DOH-AFMT a certification attesting to the truthfulness of the contents of the report and adequate consent for sharing of data has been obtained from the frontline HRHs involved. The certification must be signed by the head of human resource or personnel division (if such division is in the structure) and the head of agencies/operations, clearly indicating his/her designation or position; and
- d. Submit to the DOH-AFMT the financial and accomplishment reports for monitoring, in accordance with pertinent accounting and auditing rules and regulations.

6.4 LGUs and Other Health Facilities concerned shall:

- a. Facilitate the payment of the COVID-19 AHDP to eligible frontline HRHs;
- b. Submit to the DOH-CHD reports on the number of the COVID-19 patients attended to, and list of eligible frontline HRHs indicating their positions, compensation/s entitled to, and days physically present;
- c. Submit to the DOH-CHD a certification attesting to the truthfulness of the contents of the report and adequate consent for sharing of data has been obtained from the personnel involved. The certification must be signed by the head of human resource or personnel division (if such division is in the structure) and the head of health facility, clearly indicating his/her designation or position; and
- d. Submit to DOH-CHD the financial and accomplishment reports for monitoring, in accordance with pertinent accounting and auditing rules and regulations.

6.5 Department of Budget and Management (DBM)

Upon request, the DBM shall issue the corresponding fund release documents to the DOH to implement the grant of the COVID-19 AHDP to frontline HRHs, pursuant to RA No. 11494, in accordance with the



existing government budgeting, accounting and auditing rules and regulations.

7.0 Funding Source

Funds for the implementation of this Joint Circular shall be sourced from identified savings pursuant to Section 4 (pp), (qq), (rr), (ss), (sss) and (ttt), in relation to Sections 10 and 11 of RA No. 11494, subject to the availability of funds.

8.0 Reporting

The DOH, in coordination with the DBM, shall submit periodic reports to the Office of the President on the implementation of this Joint Circular, including, but not limited to, the number of frontline HRHs provided with compensation and amount utilized for this purpose.

9.0 Responsibilities of Agencies


Agencies shall be responsible for the proper implementation of the provisions of this Joint Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments.


10.0 Resolution of Cases

Cases not covered by the provisions of this Joint Circular shall be referred to the DBM or the DOH, as appropriate, for resolution.

11.0 Effectivity

This Joint Circular shall take effect immediately.


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