

ADMINISTRATIVE ORDER
NO. 06
Series of 2023

SUBJECT: GUIDELINES IN PROVIDING SPECIFIC CRITERIA AND ADMINISTRATIVE PROCEDURES ON THE GRANT OF HAZARD PAY FOR PUBLIC SOCIAL WELFARE AND DEVELOPMENT WORKERS AS SUPPLEMENT TO DBM-DSWD JOINT CIRCULAR NO.01, SERIES OF 2018¹

I. Rationale

This Administrative Order (AO) is issued to prescribe the internal guidelines to provide for the specific criteria and administrative procedures on the grant of **Hazard Pay to Public Social Welfare and Development Workers (PSWDWs)**. This AO shall supplement the Department of Budget and Management - Department of Social Welfare and Development (DBM-DSWD) Joint Circular No. 1, series of 2018.

II. Legal Bases

1. Republic Act (RA) No. 9433 or the Magna Carta for Public Social Workers (PSWs)
2. Implementing Rules and Regulations (IRR) of RA No. 9433
3. DBM-DSWD Joint Circular (JC) No. 1, series of 2018, entitled Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to Public Social Workers (PSWs).
4. Commission on Audit (COA) Circular No.2012-001 dated 14 June 2012 or Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions
5. RA No. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010

III. Coverage

This AO shall cover all Public Social Welfare and Development Workers (PSWDWs) who are holding permanent, coterminous, temporary², casual, or contractual appointments.

¹ Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to Public Social Workers

² For the purpose of this issuance, Temporary refers to an appointment issued to an appointee who meets education, experience and training requirements for the position which he/she is being appointed to except for appropriate eligibility (CSC MC No.24, s.2017).

Those who are under Memorandum of Agreement (MOA) or Contract of Service (COS), job order or contract of consultancy, or those to whom the government has no employer-employee relationship **are not covered** by this AO.

IV. Definition of Terms

For the purpose of this Order, the following shall be defined as:

1. **Department** – refers to the Department of Social Welfare and Development (DSWD).
2. **Public Social Welfare and Development Workers (PSWDWs)** – refer to those workers employed in the Department other than PSWs.
3. **Occupational Risks** – refer to situations where the PSWDWs are:
 - 3.1 Exposed to dangers brought about by the types of cases or clientele they handle such as, but not limited to, child labor cases, children in conflict with the law (CICL), children in need of special protection, violence against women and children (VAWC) victims, women in especially difficult circumstances (WEDC), drug dependents, mentally impaired, women and children who are victims of human trafficking and prostitution, clients with contagious diseases, and individuals/clients in crisis situation.
 - 3.2 Travelling to or through hazardous areas known to be strife-torn or embattled areas.
 - 3.3 Travelling to or through Geographically Isolated and Disadvantaged Areas (GIDA)³ which refers to communities with marginalized populations physically and socioeconomically separated from mainstream society and characterized by absence of access to roads or reside in hard to reach areas, absence of or limited opportunity for development, absence of or limited access to social services, particularly health and education, insufficiency of food security, limiting environment such as, but not limited to, discriminatory policies, norms, and situations that inhibit the full exercise of their rights.
 - 3.4 Travelling to areas through the use of boat and other sea vessels.
 - 3.5 Travelling to hazardous areas known to be affected by a pandemic like the COVID-19 or other communicable diseases, or those which pose health threats or hazards to PSWDWs.
 - 3.6 Travelling to areas for the conduct of payout by the Special Disbursing Officers (SDOs) and/or other personnel travelling with cash on hand for social pension and financial/cash assistance.

³ DSWD MC No. 19, series of 2014 or Guidelines for the Pilot Implementation of the Modified Conditional Cash Transfer Program for Indigenous Peoples in Geographically Isolated and Disadvantaged Areas. List of GIDA areas may be requested from the Department of Health (DOH).

4. **Head of Office/Bureau/Service/Unit (OBSU)** – refers to the Head of Executive Offices in the Central Office (CO), Bureau/Service, Director/Officer-In-Charge (OIC), National Project/Program Manager, and/or Regional Directors/OIC.
5. **Hazard Pay otherwise known as Hazard Allowance under RA 9433** - refers to additional compensation for performing hazardous duties and for enduring physical hardships in the course of the performance of duties.
6. **Permanent Official Station** – refers to the place where the office or work station of a PSWDW is permanently located and where he/she is expected to stay most of the time as required by the nature and the duties and responsibilities of the position of such PSWDW or stationed as assigned supported by an SO.

V. General Guidelines

1. **Hazard Pay otherwise known as Hazard Allowance under RA 9433**
 - 1.1 Hazard Pay is an additional compensation for performing hazardous duties and for enduring physical hardships in the course of the performance of duties.
 - 1.2 As a general compensation policy, Hazard Pay may be granted to PSWDWs 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.
 - 1.3 PSWDWs of the Department shall be entitled to Hazard Pay if they are assigned to any of the following:
 - a. **Remote and depressed areas**, which can be categorized as geographically isolated, difficult to reach areas, far-flung barangay, urban or densely populated such as but not limited to island and upland communities where regular mode of transportation is limited or not available or places where there is limited access to basic social services or reduced access to health services and facilities, or such areas exposed to extreme weather conditions; absence of electricity and/or means of communication; insufficient food security; and other similar conditions.
 - b. **Strife-torn or embattled areas**, which can be categorized as location or sites with 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 (DND)⁴.

⁴ Pursuant to **COA Circular No.2012-001 dated 14 June 2012**, specifically Item 5.8 Hazard Duty Pay provides that: "General Guidelines: National Government agencies which are not specifically authorized by law to grant Hazard Duty Pay are allowed to use savings under Personal Services for payment thereof to officials and

- c. **Distressed or Isolated Stations/Areas**, which can be categorized as Geographically Isolated and Disadvantaged Areas (GIDA) [as defined under Item 3.3, Roman Numeral IV of this AO].
 - d. DSWD-managed centers and residential care facilities such as Jose Fabella Center (JFC), Elsie Gaches Village (EGV), Accelerating Minors Opportunity for Recovery (AMOR) Village, Area Vocational Rehabilitation Centers (AVRCs), Reception and Study Center for Children (RSCC), Regional Rehabilitation Center for Youth (RRCY), Haven for Women, Haven for Girls, Sanctuary, Marillac Hills, Center for Handicapped, DSWD Satellite Offices, Crisis Intervention Units, and/or Center-Based/Residential Care Facilities (CRCFs) for all sectors including elderly.
 - e. Areas declared under State of Calamity (SOC)⁵ or emergency by the President or Local Government Chief Executive.
 - f. Areas/work where they are exposed to occupational risks e.g. Special Disbursing Officers (SDOs) or where there is threat to life as determined and certified by the Head of the OBSU, based on documented actual experiences or occurrences in the past, with the approval of the Cluster Head in the Central Office (CO) or Regional Director in the Field Office. On the other hand, the Certification for the Undersecretary and Regional Director shall be signed and approved by the Undersecretary for GASSG.
- 1.4 Remote and depressed areas, and distressed or isolated stations shall be defined and certified by the Head of OBSU or Field Office (FO) or by the Local Government Unit (LGU) or Local Department of Interior and Local Government (DILG) based on the distance or isolation of the place, inaccessibility or difficulty of transportation and communication, extreme weather conditions, absence of electricity, and other similar conditions.
- 1.5 The claim for Hazard Pay must be supported by the following documents:
- a. Copy of Special Order (SO) of assignment or travel signed by the approving authority pursuant to the Delegation and Delineation of Authority;
 - b. Originally signed Travel/Service Report during the period of actual exposure to hazards and hardships (Template attached as ANNEX A); 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.**

⁵ Pursuant to RA No.10121 or the Philippine Disaster Risk Reduction and Management Act of 2010, State of Calamity (SOC) *is defined* as a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard. The **declaration and lifting of the state of calamity may also be issued by the local sanggunian, upon the recommendation of the LDRRMC**, based on the results of the damage assessment and needs analysis.

- c. Certified True Copy (CTC) of duly accomplished and approved Daily Time Record (DTR) or Certificate of Services Rendered.

In addition, the following documents shall be required:

HAZARDOUS AREAS/WORK	SUPPORTING DOCUMENTS <i>(adopted from DSWD MC No. 15, s2013 or the Guidelines on the Payment of Hazard Pay and On Call Pay under RA 9433, in accordance with COA Circular No.2012-001 dated 14 June 2012)</i>
Remote and Depressed Areas	<ul style="list-style-type: none"> ▪ Certification by Head of OBSU/FO or by the LGU/Local DILG
Strife-torn or Embattled Areas	<ul style="list-style-type: none"> ▪ Certification from the DND Secretary or by his authorized representative at the national and regional level
Distressed or Isolated Station	<ul style="list-style-type: none"> ▪ Certification by Head of OBSU/FO or by the LGU/Local DILG
Areas declared under state of calamity (e.g. typhoon, volcanic activity/eruption, etc.) or emergency	<ul style="list-style-type: none"> ▪ Declaration by the Office of the President (OP) and/or Resolution by the LGU concerned
Exposure to occupational risks or threat to life	<ul style="list-style-type: none"> ▪ Certification by Head of OBSU in the CO or FO and as approved by the Undersecretary concerned in the CO or Regional Director in the FO. ▪ The Certification for the Undersecretary and Regional Director shall be signed/approved by the Undersecretary for GASSG. <p><i>(template attached as ANNEX B).</i></p>
Exposure to hazardous areas known to be affected by a pandemic like the COVID-19 or other communicable diseases, or those which poses health threat or hazard to PSWDWs	<ul style="list-style-type: none"> ▪ Declaration by the OP or Resolution issued by the LGU concerned

- 1.6 PSWDWs who are on leave of absence whether with or without pay, on official travel to areas not considered hazardous, on trainings, scholarships and other similar instances, which temporarily avert their exposure to hazardous areas or occupational risk, shall not be entitled to Hazard Pay for the duration of their leave, travel, training, scholarship, etc.

2. Procedure for Payment of Hazard Pay **otherwise known as Hazard Allowance:**

- 2.1 Claim for Hazard Pay must be filed with the Personnel Administration Division / Personnel Administration Section (PAD/PAS) on or before the

30th day of the succeeding month when the service was rendered or the month of return of the claimant after the period of assignment to difficult or hazardous work areas as enumerated herein, whichever is applicable. In case the 30th fall on a Saturday, Sunday, or Holiday, claims should be submitted on the immediately succeeding working day. Claims submitted beyond the said deadline shall be processed, subject to availability of funds and batch processing.

- 2.2 In the Central Office, the claim shall be endorsed by the Head of OBSU to the PAD. In the FO, the claim shall be endorsed by the immediate supervisor to the PAS.
- 2.3 PSWDWs who have rendered actual work in hazardous areas may be compensated with Hazard Pay equivalent to twenty percent (20%) of their basic salary. The rate of Hazard Pay shall be reckoned on a daily basis using the following formula:

$$\text{Daily Rate} = \text{Monthly Basic Salary} / 22 \times 20\%$$

$$\text{Hazard Pay} = \text{Daily Rate} \times \text{No. of Days of Actual Exposure}$$

For purposes of this computation, a fraction of a day shall be considered as one whole day.

- 2.4 Subject to the propriety and completeness of the supporting documents, the PAD/PAS shall prepare the necessary monthly payroll for claims received in a given month, and forward the same to authorized signatories/other concerned offices for signature/processing.

VI. Fund Source

The source of funds for the payment of the grant of hazard pay for PSWDWs shall be charged against the agency budget. The modification of allotment for the purpose of such payment should conform to the applicable General Provisions of the annual General Appropriations Act as indicated under Item 13.1 of DBM-DSWD JC No.1, series of 2018.

In case of deficiency, the Department through the Finance and Management Service shall submit a request for additional fund to the DBM for its consideration.

VII. Saving Clause

Cases not covered in this AO shall be submitted to the Undersecretary for General Administration and Support Services Group for resolution.

VIII. Repealing Clause

Previous issuances of the Department which are inconsistent with this AO are deemed repealed or modified accordingly.

IX. Effectivity

This Administrative Order shall take effect immediately upon issuance. All other Department issuances inconsistent herewith are deemed either amended or revoked accordingly.

Quezon City, Philippines.



REX GATCHALIAN
Secretary
Date: 3-4-2023

Certified True Copy



MYRNA H. REYES
OIC Division Chief
Records and Archives Mgt. Division

06 MAR 2023

**TRAVEL/SERVICE REPORT DURING THE PERIOD
OF ACTUAL EXPOSURE TO HAZARDS AND HARDSHIPS**

DATE	ACCOMPLISHMENT/WORK DONE

(signature over printed name)

NAME OF EMPLOYEE

Position

Date Filed: _____

Noted By:

(signature over printed name)

NAME OF HOBSSP

CERTIFICATION

This is to certify that the following official(s)/employee(s) of the _____ (office) was/were assigned to areas/work where they were exposed to occupational risks, on the date(s) and place(s)/situation(s) indicated opposite their names:

Name	Date Covered	Areas/Work where exposed to Occupational Risk

Issued this (date) day of (month and year) in (place issued).

Head of OBS/FO

Approved/Disapproved:

Undersecretary concerned/Regional Director

Date signed: _____