



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

27 April 2021

DEPARTMENT MEMORANDUM

No. ~~2020~~ 0210
2021

TO : ALL DIRECTORS OF CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH - BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; CHIEFS/HEADS OF DEPARTMENT OF HEALTH MEDICAL CENTERS, HOSPITALS, SANITARIA, INSTITUTES AND OTHER HEALTH FACILITIES

SUBJECT : Submission of Eligible Number of Health Workers for the Grant of COVID-19 Active Hazard Duty Pay and COVID-19 Special Risk Allowance

In view of the continuous support of the Department to our health workers in their efforts for COVID-19 response, **all Directors of Center for Health Development, Department of Health Medical Centers, Hospitals, Sanitaria, Institutes and Other Health Facilities**, are hereby requested to submit the number of eligible health workers for the grant of Active Hazard Duty Pay (AHDP) and Special Risk Allowance (SRA), duly signed by the head of the facility. Please be reminded that the determination of the eligibility of health workers shall strictly adhere to the criteria set in the Administrative Orders No. 35 and 36 issued by the Office of the President; and the DBM-DOH Joint Circular No. 1 and 2 s. 2020, as such it is expected that there will be a significant variation in the number of SRA and AHDP for each facility.


Kindly submit the list, signed and certified by the head of the facility, **on or before April 30, 2021** to hrh.hiring.doh@gmail.com.

Should there be further clarification on this matter, please call trunkline number: 6517800 local 1209 and look for **Ms. Janet Toledo** or **Ms. Jacklin Alwil Cartagena**.

Please see the attached template (Annex A) and related issuances for your reference.

For strict compliance.

By Authority of the Secretary of Health:


LEOPOLDO J. VEGA, MD, FPCS, FPATACSI, MBA-H
Undersecretary/Chief of Staff
OIC-Administration and Financial Management Team

Annex A

**List of Eligible Health Workers (HWs) for COVID-19 Active Hazard Duty Pay (AHDP) and COVID-19 Special Risk Allowance (SRA) from
December 20, 2020 - April 30, 2021**

Name of Health Facility: DOH-Hospitals, Specialty Hospitals and CHD (TTF, LGU and Private Hospitals)

COVID-19 Active Hazard Duty Pay (AHDP)											COVID-19 Special Risk Allowance (SRA)						
No.	Name	Position	Status of Employment Permanent (PS)	Present Assignment	No. of days physically present per month					Total Amount (a)	No. of days physically present per month					Total Amount (b)	Total Amount =a+b
					December 20- December 31, 2020	January 2021	February 2021	March 2021	April 2021		December 20- December 31, 2020 (a)	January 2021	February 2021	March 2021	April 2021		
1																	
2																	
3																	
Grand Total											Grand Amount						

COVID-19 Active Hazard Duty Pay (AHDP)											COVID-19 Special Risk Allowance (SRA)						
No.	Name	Position	Status of Employment Job Order (MOOE)	Present Assignment	No. of days physically present per month					Total Amount (a)	No. of days physically present per month					Total Amount (b)	Total Amount =a+b
					December 20- December 31, 2020	January 2021	February 2021	March 2021	April 2021		December 20- December 31, 2020 (a)	January 2021	February 2021	March 2021	April 2021		
1																	
2																	
3																	
Grand Total											Grand Amount						

Certification: I affirm and certify that all the information provided /contained on this form is true and correct to the best of my knowledge.

The **(Office Name)**, value the confidentiality of data. This document details how the health facility issues and protects personal data for the purpose of obtaining the consent of data subject in accordance with the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulation (IRR), Issuance of the National Privacy Commission (NPC), and other relevant laws of the Philippines.

Signature and Name of Head of HR
Designation
Facility Name

Signature and Name of Head of Office
Designation
Facility Name

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December 20, 2020 - April 30, 2021**

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COVID-19 Active Hazard Duty Pay (AHDP)										COVID-19 Special Risk Allowance (SRA)							
No.	Name	Position	Status of Employment Job Order (MOOE)	Present Assignment	No. of days physically present per month					Total Amount (a)	No. of days physically present per month					Total Amount (b)	Total Amount =a+b
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Signature and Name of Head of HR
Designation
Facility Name

Signature and Name of Head of Office
Designation
Facility Name



MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 35

**AUTHORIZING THE GRANT OF ACTIVE HAZARD DUTY PAY TO
HUMAN RESOURCES FOR HEALTH SERVING IN THE FRONTLINES
DURING THE STATE OF NATIONAL EMERGENCY**

WHEREAS, Proclamation No. 922 (s. 2020) declared a State of Public Health Emergency in recognition of the COVID-19 public health event as a threat to national security, and prompted a whole-of-government approach in addressing the COVID-19 outbreak in the country;

WHEREAS, pursuant to Republic Act (RA) No. 11469 or the "*Bayanihan* to Heal as One Act," Administrative Order No. 26 authorized the grant of COVID-19 Hazard Pay to government personnel;

WHEREAS, RA No. 11494 or the "*Bayanihan* to Recover as One Act," affirmed the existence of a continuing national emergency in view of the unabated spread of COVID-19 and the economic disruption ensuing from it;

WHEREAS, Section 4(w) of RA No. 11494 authorized the national government to grant Active Hazard Duty Pay (AHDP) (also referred to in the same law as Actual Hazard Duty Pay) to all Human Resources for Health (HRHs), such as medical and allied medical staff, serving in the frontlines during the COVID-19 state of emergency; and

WHEREAS, HRHs, whose services are essential in our fight against COVID-19, and who physically report to the frontlines in the fulfilment of their duties, are inevitably exposed to health risks and hazards;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1. Grant of the COVID-19 AHDP. National government agencies, government-owned or -controlled corporations and local government units (LGUs) are hereby authorized to grant AHDP up to ₱3,000 per month to frontline HRHs, which shall be in addition to any Hazard Pay, Hazardous Duty Pay, Hazard Allowance, Special Risk Allowance or other similar benefits under existing laws, issuances, rules and regulations, and shall be exempt from income tax.

THE PRESIDENT OF THE PHILIPPINES

For purposes of this Order, "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.

Section 2. Conditions on the Grant of the COVID-19 AHDP. The following conditions shall be observed in the grant of the AHDP to frontline HRHs:

- a. The frontline HRHs are either: (i) civilian employees occupying regular, contractual or casual positions, whether full or part-time; or (ii) workers engaged through contract of service (COS) or job order (JO), including duly accredited and registered Barangay Health Workers (BHWs), who are assigned to hospitals, laboratories, or medical and quarantine facilities, and whose official duties and responsibilities are directly related to the health care response of the government to COVID-19. In the case of LGUs, the list of frontline HRHs, including BHWs, shall be determined by their respective local health boards;
- b. 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; and
- c. The grant of the COVID-19 AHDP shall be pro-rated based on the number of days that the frontline HRHs physically report for work in a month, reckoned from 15 September 2020 until 19 December 2020, as follows:

$$\text{COVID-19 AHDP} = \frac{\text{P3,000}}{22 \text{ days}} \times \text{number of days physically reporting for work during the month}$$

Section 3. Exclusion from the Grant of the COVID-19 AHDP to Frontline HRHs. Those engaged without employer-employee relationship and funded from non-Personnel Services (PS) appropriations/budgets are excluded, except as authorized under Section 2 of this Order, from the grant of the AHDP, such as the following:

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

Section 4. Funding. The amounts required for the implementation of this Order shall be sourced from the P13.5 Billion appropriated under Section 10(a) of RA No. 11494 for health-related responses to COVID-19. The DBM shall release the funds for the payment of the AHDP, consistent with existing budgeting, accounting and auditing laws, rules and regulations.

Section 5. Guidelines on the Grant of the COVID-19 AHDP. The DBM, in coordination with the DOH, shall issue the guidelines necessary for the effective implementation of this Order.

Section 6. Separability. If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 7. Repeal. All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

Section 8. Effectivity. This Order shall take effect immediately following its publication in the Official Gazette or in a newspaper of general circulation.

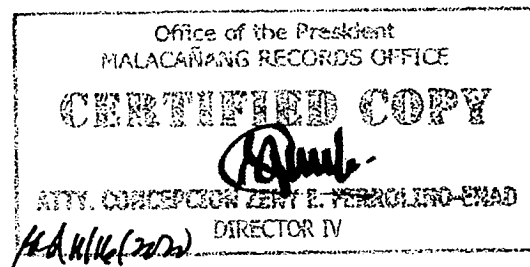
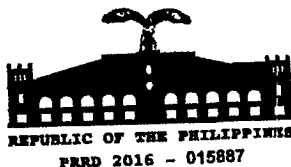
DONE in the City of Manila this 16th day of November in the Year of Our Lord, Two Thousand and Twenty.



R Duterte

By the President:


SALVADOR C. MEDIALDEA
Executive Secretary





MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 36

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

WHEREAS, Proclamation No. 922 (s. 2020) declared a State of Public Health Emergency in recognition of the COVID-19 public health event as a threat to national security, and prompted a whole-of-government approach in addressing the COVID-19 outbreak in the country;

WHEREAS, pursuant to Republic Act (RA) No. 11469 or the *Bayanihan* to Heal as One Act," Administrative Order No. 28 (s. 2020) authorized the grant of a one-time Special Risk Allowance to public health workers in light of the COVID-19 pandemic;

WHEREAS, RA No. 11494 or the "*Bayanihan* to Recover as One Act," affirmed the existence of a continuing national emergency in view of the unabated spread of COVID-19 and the economic disruption ensuing from it;

WHEREAS, Section 4(h) of RA No. 11494 authorized the national government to grant Special Risk Allowance (SRA) to all public and private health workers (HWs) directly catering to or in contact with COVID-19 patients for every month that they are serving during the state of national emergency as declared by the President; and

WHEREAS, there is a need to recognize the heroic and invaluable contributions of our public health workers throughout the country, who bravely and unselfishly risk their lives and health by being at the forefront of the national effort to address the public health emergency;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1. Grant of COVID-19 SRA. National government agencies, government-owned or -controlled corporations and local government units (LGUs) are hereby authorized to grant COVID-19 SRA not exceeding ₱5,000 per month to public and private HWs who directly cater to or are in contact with COVID-19 patients. The COVID-19 SRA shall be in addition to any Hazard Pay, Hazardous Duty Pay, Hazard Allowance or other similar benefits under existing laws, issuances, rules and regulations, and shall be exempt from income tax.

THE PRESIDENT OF THE PHILIPPINES

For purposes of this Order, "public and private HWs" shall refer to medical, allied medical and other personnel who directly provide treatment and support care to COVID-19 patients.

Section 2. Conditions on the Grant of the COVID-19 SRA. The following conditions shall be observed in the grant of the COVID-19 SRA to HWs:

- a. The public HWs are either: (i) civilian employees occupying regular, contractual or casual positions, whether full or part-time; or (ii) workers engaged through contract of service (COS) or job order (JO), including duly accredited and registered Barangay Health Workers (BHWs), who are assigned to hospitals, laboratories, or medical and quarantine facilities. In the case of LGUs, the list of public HWs, including BHWs, shall be determined by their respective local health boards;
- b. The private HWs are assigned in the designated COVID-19 units of hospitals, laboratories, or medical and quarantine facilities as certified by the DOH;
- c. The public and private HWs provide critical and urgent services to respond to the public health emergency during the state of national emergency;
- d. The public and private HWs 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, which place them in direct contact with COVID-19 patients;
- e. The grant of the COVID-19 SRA shall be pro-rated based on the number of days that the public and private HWs physically report for work in a month, as certified by the head of the hospital, laboratory, or medical and quarantine facility, or his/her authorized representative, reckoned from 15 September 2020 until 19 December 2020, as follows:

$$\text{COVID-19 SRA} = \frac{\text{P5,000}}{22 \text{ days}} \times \begin{matrix} \text{number of days physically} \\ \text{reporting for work during the month} \end{matrix}$$

- f. All claims for the payment of SRA to public and private HWs shall be validated by the Department of Health (DOH) and the Department of Budget and Management (DBM), respectively.

Section 3. Exclusion from the Grant of the COVID-19 SRA to Public HWs. Those engaged without employer-employee relationship and funded from non-Personnel Services appropriations/budgets are excluded, except as authorized under Section 2 of this Order, from the grant of the SRA, such as the following:

- a. Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- b. Laborers engaged through job contracts (*pakyaw*) and those paid on piecework basis;

- c. Student workers and apprentices; and
- d. Individuals and group of individuals whose services are engaged through COS or JO, including BHWs, who are not assigned to hospitals, laboratories, or medical and quarantine facilities.

Section 4. Funding. The amounts required for the implementation of this Order shall be sourced from the ₱13.5 Billion appropriated under Section 10(a) of RA No. 11494 for health-related responses to COVID-19. The DBM shall release the funds for the payment of the SRA, consistent with existing budgeting, accounting and auditing laws, rules and regulations.

Section 5. Guidelines on the Grant of the COVID-19 SRA. The DBM, in coordination with the DOH, shall issue the guidelines necessary for the effective implementation of this Order.

Section 6. Separability. If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 7. Repeal. All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

Section 8. Effectivity. This Order shall take effect immediately following its publication in the Official Gazette or in a newspaper of general circulation.

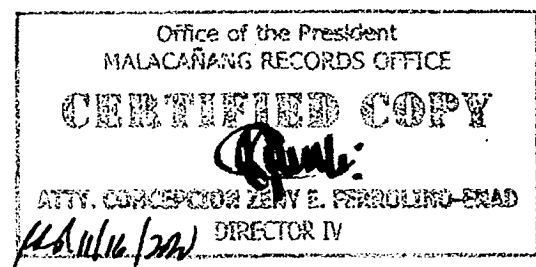
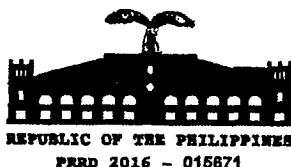
DONE in the City of Manila this 16th day of November in the Year of Our Lord, Two Thousand and Twenty.

Roster



By the President:


SALVADOR C. MEDIALDEA
Executive Secretary





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 P5,000 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.


WENDEL E. AVISADO
Secretary

Department of Budget and Management




FRANCISCO T. DUQUE III
Secretary

Department of Health



Department of Budget and Management
Department of Health



Joint Circular No. 2, s. 2020
November 25, 2020

TO : Heads of Departments, Bureaus, Offices, and Agencies of the National Government, and Government-Owned or -Controlled Corporations (GOCCs); Local Government Units (LGUs); and All Others Concerned

SUBJECT : Guidelines on the Grant of the COVID-19 Special Risk Allowance to Public and Private Health Workers

1.0 Background

- 1.1 Administrative Order (AO) No. 36¹ dated November 16, 2020 authorizes the grant of a **COVID-19 Special Risk Allowance (SRA)** not exceeding **P5,000 per month** to public and private health workers (HWs) who are directly catering to or are in contact with COVID-19 patients in recognition of the heroic and invaluable contributions of HWs throughout the country who bravely and unselfishly risk their lives and health by being at the forefront of the national effort to address the public health emergency.
- 1.2 AO No. 36 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(h) of RA No. 11494 authorized the national government to grant SRA to all public and private HWs directly catering to or in contact with COVID-19 patients for every month that they are serving during the state of national emergency as declared by the President.

In the case of the public HWs, the SRA 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 Active Hazard Duty Pay provided under AO No. 35.

Moreover, the SRA for the public and private HWs shall be exempt from income tax.



¹ 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 SRA pursuant to AO No. 36.

3.0 Definition of Public and Private HW

For purposes of the grant of the COVID-19 SRA, the public and private HWs, as defined under Section 1 of AO No. 36, shall refer to medical, allied-medical, and other personnel who directly provide treatment and support care to COVID-19 patients.

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

The grant of the COVID-19 SRA to qualified public and private HWs shall be subject to the following guidelines and conditions:

4.1 The public HWs are either:

- (i) civilian employees occupying regular, contractual, or casual positions, whether full-time or part-time; or
- (ii) workers engaged 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 public HWs, including BHWs, shall be determined by their respective local health boards.

4.2 The public HWs are assigned in hospitals, laboratories, or medical and quarantine facilities.

4.3 The private HWs are assigned in the designated COVID-19 units of hospitals, laboratories, or medical and quarantine facilities as certified by the DOH.

4.4 The public and private HWs provide critical and urgent services to respond to the public health emergency during the state of national emergency.

4.5 The public and private HWs 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, which place them in direct contact with COVID-19 patients.

4.6 The grant of the COVID-19 SRA shall be pro-rated based on the number of days that public and private HWs 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 September 15, 2020 until December 19, 2020, as follows:

$$\text{COVID-19 SRA} = \frac{\text{P5,000}}{22 \text{ days}} \times \text{Number of Days Physically Reporting for Work During the Month}$$

- 4.7 For purposes of rationalizing the grant of the COVID-19 SRA, 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 SRA shall be adjusted proportionately, subject further to Item 4.6 hereof.

- 4.8 The COVID-19 SRA of personnel 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 SRA received from all sources shall not exceed P5,000 per month.
- 4.9 The COVID-19 SRA of an employee on detail to another government agency shall be granted by the parent agency.
- 4.10 A compulsory retiree, on service extension, may be granted the COVID-19 SRA, subject to the pertinent conditions and guidelines under this Joint Circular.

5.0 Exclusion from the Grant of the COVID-19 SRA to Public HWs

Those engaged without employer-employee relationship and funded from non-Personnel Services appropriations/budgets are excluded from the grant of the COVID-19 SRA, except as authorized in 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 SRA 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 CHDs, MOH-BARMM, DOH hospitals, specialty hospitals, and the PGH.

6.1.2 The DOH CHDs shall:

- a. Coordinate with LGUs, other government health facilities, and the Regional Offices (ROs) of the Department of Labor and Employment (DOLE) for private 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 SRA to eligible HWs;
- c. Evaluate and process claims for the grant of the COVID-19 SRA to eligible public and private HWs;
- d. Submit reports to the DOH-AFMT on the number of the COVID-19 patients attended to, and list of eligible HWs indicating their positions, amount of the COVID-19 SRA, 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 HWs 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, other government health facilities, and the ROs of the DOLE for private health facilities within its jurisdiction;
- b. Enter into a MOA with LGUs and other health facilities for the transfer of funds and the payment of the COVID-19 SRA to eligible HWs;
- c. Evaluate and process claims for the grant of the COVID-19 SRA to eligible public and private HWs;
- d. Submit reports to the DOH-AFMT on the number of the COVID-19 patients attended to, and list of eligible HWs indicating their positions, amount of SRA, 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 HWs 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.

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

- a. Facilitate the payment of the COVID-19 SRA to eligible public and private HWs;
- b. Submit to the DOH-AFMT reports on the number of the COVID-19 patients attended to, and list of eligible health workers indicating their positions, amount of SRA, 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 HWs 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 SRA to eligible public and private HWs;
- b. Submit to the DOH-CHD reports on the number of the COVID-19 patients attended to, and list of eligible health workers 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 the 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 corresponding fund release documents to the DOH to implement the grant of COVID-19 SRA to public and private HWs, 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 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 health workers 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.

Conversely, all issues arising from the grant of COVID-19 SRA to private HWs shall be resolved exclusively by the DOH.

11.0 Effectivity

This Joint Circular shall take effect immediately.


WENDEL E. AVISADO
Secretary

Department of Budget and Management




FRANCISCO T. DUQUE III
Secretary

Department of Health