

**ADMINISTRATIVE ORDER**  
NO. 11  
Series of 2021

**SUBJECT : GENERAL GUIDELINE ON PAYMENT OF SALARY/COMPENSATION AND BENEFITS OF REASSIGNED DSWD OFFICIALS AND EMPLOYEES**

**I. RATIONALE/PURPOSE**

The reassignment of DSWD officials and employees, i.e. the movement of DSWD officials or employees (from one Field Office (FO) to another Field Office, from Central Office (CO) to Field FO and vice versa, is a human resource action practiced in the agency. Generally, these reassigned DSWD officials and employees receive their salaries/compensation and benefits from the originating office where their plantilla position belongs and where the corresponding Personnel Service (PS) allotment is released.

However, there were cases that reassigned officials requested to transfer the payment of their salary/compensation and benefits to their receiving office. The reason was administrative expediency so that the submission of documentary requirements (e.g. Daily Time Record, certification of vehicle assigned etc.) for the payment of their salary/compensation and benefits will not take as much time as the transmittal of the same to their originating office for processing.

Pursuant to Section 47 of General Appropriations Act, FY 2021, the Appropriations for Personnel Services under this Act shall be used for the payment of personnel benefits authorized by law to be given to National Government personnel. Any available allotment for Personnel Services within a Department or Agency may be utilized by said Department or Agency for the payment of deficiencies in authorized personnel benefits, subject to Section 52 hereof on the payment of Magna Carta benefits.

In view of the above, the payment of salary/compensation and benefits of the reassigned DSWD officials and employees to their receiving office assignment is viable.

**II. OBJECTIVES**

- A. Provide for the general policy guidelines and procedures in the payment of salary/compensation and benefits of reassigned DSWD officials and employees
- B. Identify the duties and responsibilities of concerned Offices and reassigned officials and employees for the processing of payment of their salary/compensation and benefits



### III. LEGAL BASES

- A. Civil Service Commission (CSC) 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) Number 1800692 dated July 3 2018 provides under Rule IV, Section 13: "The following human resource actions which will not require the issuance of an appointment shall nevertheless require an Office Order issued by the appointing authority: a. Reassignment – movement of an employee across the organizational structure within the same Department or agency, which does not involve a reduction in rank, status or salary.
- B. Article IV, Part III of the Integrated Reorganization Plan (IRP), as approved by Presidential Decree No. 1, as amended dated September 24, 1972, provides that: e. Assignments, Reassignments and Transfers: Any provision of law to the contrary notwithstanding members of the Career Executive Service may be reassigned or transferred from one position to another; provided that such reassignment or transfer is made in the interest of public service and involves no reduction in rank or salary; provided, further, that no member shall be reassigned or transferred oftener than every two years.
- C. General Appropriations Act (GAA) 2021, General Provisions, Section 47. Appropriations for Personnel Services. The Appropriation for Personnel Services under this Act shall be used for the payment of personnel benefits authorized by law to be given to National Government personnel. Any available allotment for Personnel Services within a Department or Agency may be utilized by said Department or Agency for the payment of deficiencies in authorized personnel benefits, subject to Section 52 hereof on the payment of Magna Carta benefits
- D. DSWD Memorandum Circular No. 14, series of 2004<sup>1</sup> and Memorandum Circular No. 17, 2005<sup>2</sup> provide for the general policy guidelines and procedures in the assignment/reassignment of Directors III and IV consistent with CSC and Career Executive Service Board circulars and identify support services that will be extended to officials when undertaking assignment.
- E. Book IV, Chapter 2, Section 7 of Executive Order No. 292 (also known as the Administrative Code of 1987), provides that the Department Secretary shall, "Establish the policies and standards for the operation of the Department pursuant to the approved programs of the government" and "promulgate rules and regulations necessary to carry out Department objectives, policies, functions, plans, programs and projects."

### IV. SCOPE

This Administrative Order covers all DSWD officials and employees reassigned from one office to another across the organizational structure within the Department.

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<sup>1</sup> Guidelines in the Assignment/Reassignment of Directors III and IV

<sup>2</sup> Amendment of M.C No. 14, s. 2004 on the Grant of Filial Visit and Entitlement to Transportation and Freight



## V. DEFINITION OF TERMS

A. Authorized Deductions<sup>3</sup> - refer to deductions from salaries and other benefits accruing to any government employee, chargeable against the appropriations for Personnel Service which may be allowed for the payment of an individual employee's contributions or obligations due to the following:

- The BIR, Philhealth, GSIS and HDMF;
- Non-stock savings and loans associations and mutual benefit associations duly operating under existing laws and cooperatives which are managed by and/or for the benefit of government employees;
- Associations or Provident Funds organized and managed by government employees for their benefit and welfare;
- GFIs authorized by law and accredited by appropriate government regulating bodies to engage in lending;
- License insurance companies; and
- Thrift banks or rural banks accredited by the BSP

The payment or settlement of obligations/contributions due to the BIR and contributions to the PhilHealth, GSIS, and HDMF shall be prioritized and satisfied ahead of all other obligations. The remaining obligations due to other entities above-mentioned shall be paid in order to which they were incurred.

- B. Clearance Certificate Form<sup>4</sup> – refers to clearance from money property and work related accountabilities from the official/employee's originating office.
- C. Jurisdiction – refers to the authority of the DSWD Secretary to decide on the request for payment of salary/compensation and benefits of reassigned officials and employees to their originating or receiving office.
- D. Originating Office - refers to where the official/employee is currently drawing their salary/compensation and benefits from.
- E. Plantilla – refers to a government approved listing of positions in any governmental institution, instrumentality, and entity; both national and local; whether filled-up or vacant.
- F. Personnel Services (PS)<sup>5</sup> - refer to an expenditure category/expense class for the payment of salaries, wages and other compensation (e.g., merit, salary increase, cost-of-living-allowances, honoraria and commutable allowances, etc.) of permanent, temporary, contractual, and casual employees of the government.
- G. Reassignment<sup>6</sup> – refers the movement of an employee across the organizational structure within the same Department or agency, which does not involve a reduction in rank, status or salary
- H. Receiving Office - refers to where the official or employee is reassigned within the Department.

<sup>3</sup> Section 49 of General Provisions under General Appropriations Act, FY 2021

<sup>4</sup> Civil Service Commission (CSC) 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) Number 1800692 dated July 3 2018

<sup>5</sup> Page 900 of Budget of Expenditures and Sources of Financing FY 2021

<sup>6</sup> Civil Service Commission (CSC) 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) Number 1800692 dated July 3 2018

## VI. GENERAL GUIDELINES

- A. For administrative expediency and flexibility of the PS, reassigned DSWD officials and employees shall draw salaries, compensation and benefits from the CO or from the FO where they will be reassigned, as the case may be, subject to the approval of the Secretary.
- B. The following shall be paid and processed by the receiving office assignment of the reassigned official/employee:
- Basic salary
  - Personnel Economic Relief Allowance (PERA)
  - Mid-Year Bonus and Year-End Bonus (MYB and YEB)
  - Uniform/Clothing Allowance (U/CA)
  - Cash Gift
  - Productivity Enhancement Incentive (PEI)
  - Representation and Transportation Allowances (RATA) for salary grade (SG) – 24 and above
  - Extraordinary and Miscellaneous Expenses for salary grade (SG) – 28 and above
  - Collective Negotiation Agreement (CNA) Incentive
  - Other compensation and/or benefits as may be determined by the DBM.
- C. In addition, the receiving office shall facilitate the remittance of the following authorized deductions from the reassigned officials and employees' salary:

Obligations due to the BIR, contributions or obligations due to the Philhealth, GSIS and HDMF:

- GSIS EE contribution
- HDMF EE contribution
- PHIC EE contribution
- Withholding Tax

Obligations due to other entities:

- HDMF (Pag-IBIG II, additional)
- HDMF Loans (Housing loan, MPL, Calamity Loan)
- GSIS Loans (Conso, Policy, Housing, MPL, emergency loan, EAL)
- Landbank loan
- Disallowance
- SWEAP (dues and health card staggered payment for enrolled dependent)
- MBA (contributions and loans)
- Prosper
- SWEMC (cooperative dues and loans)

- D. The receiving office shall ensure the continuity of the above mentioned deductions through the following.
1. The Personnel Administration Division (PAD) / Personnel Administration Section (PAS) shall coordinate with the concerned official/employee to confirm the deductions reflected in their Certificate of Last Salary Received.



2. The PAD/PAS of the originating office shall submit the following details of the reassigned official/employees to their receiving office:
  - Philhealth number
  - Home Development Mutual Fund number
  - Government Service Insurance System Business Partner number
  - Taxpayer Identification Number
  - Landbank of the Philippines Account Number
- E. The effectivity of payment of salary and/or compensation and benefits of DSWD official and employee in their receiving offices shall be made within two (2) months from the effectivity date of their reassignment. Hence, the originating office shall continue the payment of their salary/compensation and benefits until the necessary documents mentioned in items VII.D and VII.E of this guideline and proper turn-over of records have been made within 2 months.
- F. The receiving office shall ensure that the salary/compensation and benefits of the reassigned official/employee shall be processed and released on set schedule of salary of the receiving office upon receipt of the complete supporting documents.

**VII. ADMINISTRATIVE PROCEDURES ON THE JURISDICTION OF PAYMENT OF SALARY/COMPENSATION AND BENEFITS:**

- A. The reassigned official and employee shall submit their request for transfer of payment of salary/compensation and benefits using the attached form (Annex A – Request for Payment of Salary) to the PAD in the case of DSWD CO officials and employees and to the PAS in the case of DSWD FO officials and employees.

Non-submission of said Request for Transfer of Salary/Compensation Form by the concerned DSWD official/employee after two (2) months upon the effectivity of reassignment may result to a delay in the processing of their salary and compensation.

- B. In case the reassigned DSWD official and employee opted to continue to draw their salary/compensation and benefits from their originating office, a justification must be provided in the Request for Payment of Salary form (Annex A).

- C. The PAD or PAS should prepare the following:

1. Endorsement to the Secretary for his approval/disapproval.
2. Clearance Certificate form of the concerned official and employee to be routed to Offices/Bureaus/Services/Units/Special Programs (in the case of Central Office) and FO Divisions/Sections/Units (in the case of Field Office) for signature/approval.

The duly accomplished Clearance Certificate form shall only be necessary to determine the accountabilities of the reassigned official and employee from their respective originating office, and shall not be a requirement for the payment of their salaries. Hence, their salary should not be withheld pending the approval of the said document.

Furthermore, the said clearance shall be valid only for purposes of reassignment and shall not be used by the concerned official/employee as reference for purposes of resignation/retirement or transfer of work to another agency/ies.

- D. The PAD shall send a copy of the Secretary's action on the Request for Payment of Salary Form to all the parties concerned, including the originating and/or receiving office, for information and reference.
- E. The PAD/PAS of the originating office shall prepare the following documents to be forwarded to the receiving office of the official/employee:
- Details of reassigned officials and employees mentioned in VI.D.2 (if the reassigned official/employee's request for payment of their salary/compensation and benefits to their new office has been approved)
  - Service Record
  - Certificate of Leave Credit Balance / Certificate of Leave Without Pay
  - Copy of Personal Data Sheet, Appointment Paper and Notice of Step Increment/Salary Adjustment
- F. Likewise, the Finance and Management Service (*in the case of Central Office*) and Financial Management Division (*in the case of Field Offices*) shall issue the Certification of Last Salary Received. The same shall be the basis of the receiving office for the payment of salary of the reassigned official or employee.

The certification shall indicate the last salary, allowances and benefits **processed** such as the PERA, RATA (for SG 24 and above), EME (for SG 28 and above) and other benefits (U/CA, MYB, YEB, CG, PEI) that the concerned official/employee received.

#### FLOWCHART

PROCEDURE	DOCUMENT	PROCESsing TIME	PERSON/OFFICE RESPONSIBLE
1. Submit the form for request for payment of salary/compensation and benefits to PAD/PAS.	Duly accomplished Annex A – Request for Payment of Salary	1 to 3 days	Reassigned official/employee
2. Prepare the following:  a. Endorsement of the said request to the Office of the Secretary, for approval/disapproval of the Secretary.  b. Clearance Certificate Form	<ul style="list-style-type: none"> <li>▪ Executive Summary</li> <li>▪ Annex A – Request for Payment of Salary</li> <li>▪ Copy of Special Order</li> <li>▪ Clearance Certificate Form</li> </ul>	1 to 3 days	PAD/PAS
3. Forward the endorsement to the principals for review/recommendation/signature	<ul style="list-style-type: none"> <li>▪ Executive Summary</li> <li>▪ Annex A – Request for Payment of Salary</li> <li>▪ Copy of Special Order</li> </ul>	7 to 14 days	FO (for FO officials and employees) HRMDS OASA OUSGASSG OSEC

Simultaneously route the Clearance Certificate Form to concerned signatories.	<ul style="list-style-type: none"> <li>Clearance Certificate Form</li> </ul>	FO – 2 weeks  CO – 1 month	Concerned signatories
4. Send a copy of the Secretary's action on the Request for Payment of Salary Form to all the parties concerned, including the originating and/or receiving office, for information and reference	Signed Annex A – Request for Payment of Salary	1 to 3 days	PAD
5. Prepare and send the necessary documents to receiving office  (if the reassigned official/employee's request for payment of their salary/compensation and benefits to their new office has been approved)	<ul style="list-style-type: none"> <li>Documents mentioned in item VII.E</li> <li>Certification of last salary receive</li> </ul>	1 to 3 days	PAD/PAS  FMS/FMD

#### VIII. RESOLUTION OF CASES

Cases not covered and questions regarding the interpretation of provisions of this Administrative Order shall be submitted to the Office of the Undersecretary for General Administration and Support Services Group for resolution.

#### IX. EFFECTIVITY

This Administrative Order shall take effect immediately and shall continue to be in full force and effect until it is revoked.

  
**ROLANDO JOSELITO D. BAUTISTA**

Secretary

Date:     AUG 06 2021    

**CERTIFIED TRUE COPY**

09 AUG 2021

  
**CHILOVA CLARISSA M. BORNOZ-BARRACA**  
Administrative Officer III  
Records & Archives Mgt. Division

**ANNEX A**

**REQUEST FOR PAYMENT OF SALARY**

Relative to the reassignment of the undersigned pursuant to Special Order Number \_\_\_\_\_, series of \_\_\_\_\_, to \_\_\_\_\_, the undersigned would like to request for the payment of salary/compensation and other benefits from the (*please tick appropriate box*):

- Receiving Office
- Originating Office

\_\_\_\_\_

\_\_\_\_\_

(must provide justification)

For the Honorable Secretary's consideration.

\_\_\_\_\_

Name and Signature

APPROVED / DISAPPROVED

**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

Date: \_\_\_\_\_