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**Department of Social Welfare and Development**

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DEPT. OF SOCIAL WELFARE & DEV'T.  
IBP ROAD, CONSTITUTION HILLS, Q.C.

MEMORANDUM CIRCULAR  
No. 15  
Series of 2013

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LEGAL SERVICE

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SUBJECT: Guidelines on the Payment of Hazard Pay and "On Call" Pay Under Republic Act 9433, an Act Providing for the Magna Carta for Public Social Workers

**I. Rationale**

Republic Act No. 9433 and its Implementing Rules and Regulations provides for the Magna Carta for Public Social Workers (PSWs), which covers among others the compensation, allowances and benefits of these workers most of which are already being enjoyed by them given that the funds therefor are included in the personal services budget.

In FY 2013 General Appropriations Act (GAA), the Department of Budget and Management (DBM) has released the funds required for the implementation of the other compensation and benefits, such as "On Call" pay, and hazard allowance.

Hence, the need for the issuance of this Memorandum Circular to provide the guidelines in the payment of these compensation and benefits for PSWs and Public Social Welfare and Development Workers in FY 2013 and onwards.

**II. Legal Bases**

1. Republic Act No. 9433 - The Magna Carta for Public Social Workers and its Implementing Rules and Regulations
2. General Appropriations Act (GAA FY 2013)

**III. Coverage**

This Memorandum Circular shall cover all Public Social Workers (PSWs) and Public Social Welfare and Development Workers of the Department of Social Welfare and Development, who are holding permanent, temporary, casual, contractual and co-terminus appointments. Non-organic staff are not covered by this Circular.

#### IV. Definition of Terms

For purposes of this Circular the following shall be defined as:

1. Department – refers to Department of Social Welfare and Development (DSWD).
2. Public Social Worker (PSW) – refers to a registered social worker employed in the government service whether they carry the title of social welfare officer or not and with valid/current PRC licenses.<sup>1</sup>
3. Public Social Welfare and Development Worker (PSWDWs) – refers to those workers employed in government social welfare and development agencies other than the public social worker as defined herein employed in both primary and secondary settings.<sup>2</sup>
4. Social Work (SW) – refers to the profession which helps individuals, families, groups, and communities develop, improve, maintain or restore their capability for coping with the demands of their environment, through the use of social work methods and interventions.<sup>3</sup>
5. On Call Status – refers to a condition where public social workers are called upon to respond to an urgent or crisis situation or immediate need or relief work during emergencies such that they cannot devote their time for their own use.<sup>4</sup>
6. Occupational Risks – refers to a situation where the PSW and PSWDWs are:
  - 6.1 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) cases, drug dependents, mentally impaired, women and children who are victims of human trafficking and prostitution and clients with contagious diseases;
  - 6.2 Travelling to or through hazardous areas such as known rebel infested areas;

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<sup>1</sup> Page 2 of the IRR of Republic Act No. 9433

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.

<sup>4</sup> Ibid.



7. Head of Office/Bureau/Service – refers to the Head of Executive Offices in the Central Office, Bureau/Service Director, National Project Manager, Regional Directors, Chief of Division, and Head of Center or Institution.

## V. General Guidelines

### 1. Payment of “On Call” Pay

- a. During emergencies and/or crisis situations which may need social work intervention, or psychosocial processing, PSWs in the Department may be placed on “On Call” status in anticipation of the possible need for their services.
- b. Special Order authorizing or subsequently confirming the assignment of PSW on “On Call” status shall be issued/signed by authorized signatories based on the delineation of authority in the Department. Such Order shall state the eventuality for which reason the PSW is being placed on “On Call” status, the location where the PSW will stay during the period, and other necessary information.
- c. The PSW assigned on “ON Call” status shall be entitled to “On Call” pay equivalent to 50% of his daily basic salary for the duration of the contingency. In no case, however, shall a PSW be placed on “On Call” status beyond seven (7) days per month<sup>5</sup>.
- d. In addition to the Special Order, appropriate documentation of the PSW’s assignment as “On Call” staff, e.g. logbook, daily time record, certificate of appearance, feedback report, or time slips, and attendance sheet or other documents, whichever is applicable, shall support his/her claim for “On Call” pay.
- e. Claims for “On Call” pay shall be endorsed by the head of OBS in the Central Office, or immediate supervisor in the Field Offices, to the Personnel Administration Division/Section (PAD/PAS) for processing within thirty (30) days after the period of “On Call” assignment.
- f. ***For valid and justifiable reason/s, a claim may be filed beyond the 30-day period, but not to exceed sixty (60) days.*** Claims submitted beyond this timeline shall be disapproved outright. ***This provision, however, shall not be applied on claims for FY 2013.***
- g. Subject to the completeness and propriety of the supporting documents, the PAD/PAS shall compute the amount of “On Call” pay, prepare payroll/voucher for the purpose and forward the same to authorized signatories/other concerned Units for signature/processing.

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<sup>5</sup> Item 11.2.b, Page 6 of the IRR of RA No. 9433

**2. Payment of Hazard Allowance**

a. In accordance with Section 16.1.1 of the IRR of RA 9433, PSWs and PSWDWs of the Department shall be entitled to hazard allowance if they are assigned in any of the following:

- a.1 Remote and depressed areas
- a.2 Strife-torn or embattled areas
- a.3 Distressed or isolated stations
- a.4 Mental hospital/Leprosaria
- a.4 Areas declared under state of calamity or emergency
- a.5 Areas affected by volcanic activity/eruption
- a.6 Areas/work where they are exposed to occupational risks or where there is threat to life as determined and certified by the Head of the Unit, based on documented actual experiences/occurrences in the past, with the approval of the Head of the Agency.

b. Remote/depressed areas and distressed or isolated stations shall be defined and certified by the Field Offices 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 as certified by the LGU or local DILG.

c. The claim for Hazard Allowance must be supported by the following documents:

c.1 Documentary proof of exposure to hazard

HAZARDOUS AREAS/WORK	DOCUMENTS AND ISSUING AGENCY/OFFICER
Remote and Depressed Areas	Certification by Head of OBS/FO and the LGU/Local DILG
Strife-torn or embattled areas	Certification from Secretary of the Department of National Defense, or his/her authorized representative at the national and regional level
Distressed or isolated station	Certification by Head of OBS/FO and the LGU/Local DILG
Areas declared under state of calamity or emergency	Declaration by the Office of the President and/or Resolution by the LGU concerned

Areas affected by volcanic activity/eruption	Certification from Philippine Institute of Volcanology and Seismology
Exposure to occupational risks or where there is threat to life	Certification by Head OBS/FO
Mental hospital/Leprosaria	Certification by head of the Institution

c.2 Copy of Special Order and Certificate of Appearance and/or travel report;

d. PSWs who are on leave of absence with or without pay, on official travel to areas not considered hazardous, on training/scholarships and other similar instances which temporarily prevented 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..

#### VI. Procedure for Payment of Hazard Pay

1. Claim for hazard pay must be filed within thirty (30) days after the end of the recently concluded month, or after the period of assignment to difficult/hazardous work area/s as enumerated herein, whichever is applicable. ***For valid and justifiable reason/s, a claim may be filed beyond the 30-day period, but not to exceed sixty (60) days.*** Claims submitted beyond this timeline shall be disapproved outright. ***This provision, however, shall not apply on claims for FY 2013.***
2. The claim shall be endorsed by the Head of Office/Bureau/Service in the Central Office or immediate supervisor in the case of Field Offices, to the PAD/PAS.
3. The PAD/PAS shall compute the hazard allowance, which shall not exceed 20% of the basic monthly salary, using the following formula:

$$\text{Hazard Pay} = \text{MS} \times 20\% / 30 \text{ Days} \times \text{ANDE}$$

**Where: MS = Monthly Salary**  
**ANDE = Actual No. of Days of Exposure**

4. Subject to the propriety and completeness of the supporting documents, the PAD/PAS shall prepare the necessary payroll/voucher and forward the same to authorized signatories/other concerned Units for signature/processing.

#### VII. Funding

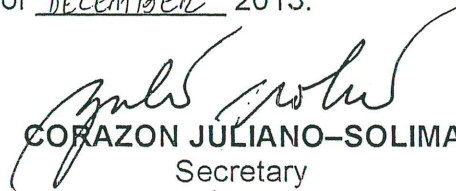
Payment for hazard allowance shall be subject to availability of the Department's appropriations for Magna Carta Benefits for PSWs under the General Appropriations Act.



**VIII. Effectivity**

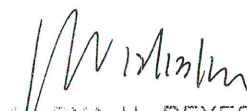
This Circular shall take effect retroactive July 1, 2013 and shall continue to be in effect until it is revoked.

Issued in Quezon City, this 11<sup>th</sup> day of DECEMBER 2013.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary

RMS/caa

Certified Copy:

  
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Officer In-Charge  
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