



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

30 April 2020

MEMORANDUM NO. NGY 20 – 62

TO : **Chancellors whose CUs are under Enhanced Community Quarantine Director, UP PGH**

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads
Accounting Office Directors/Heads
Heads of System Offices/Units

SUBJECT : **Guidelines on the Grant of Special Risk Allowance to Qualified Frontline Public Health Workers during the Period of Enhanced Community Quarantine**

Pursuant to Administrative Order (AO) No. 28¹ dated 06 April 2020, the grant of a **one-time** COVID-19 Special Risk Allowance (SRA), in addition to the Hazard Pay granted under RA No. 7306 or the "Magna Carta of Public Health Workers", equivalent to a maximum of 25% of monthly basic salary to qualified Public Health Workers (PHWs) who have been exposed to health risks and physical hardships in performing their duties, is hereby authorized, subject to these guidelines.

1. Definition of PHW for the grant of the COVID-19 SRA (as per AO No. 28)

Medical, allied-medical, and other necessary personnel assigned in hospitals and healthcare facilities and who are directly catering to or in contact with COVID-19 patients, persons under investigation, or persons under monitoring [Sec. 3.0].

PHWs provide critical and urgent services to respond to the public health emergency during the implementation of the Enhanced Community Quarantine [Sec. 4.1].

2. Coverage

All University employees (i.e. regular, contractual, casual, temporary, substitute), as well as individuals engaged through Contract of Service (COS) and Job Order (JO), or other similar schemes who are assigned to hospitals and other healthcare facilities. [Sec. 4.2]

3. Computation

Pro-rated, based on the number of days that PHWs concerned physically reported for work during the period of the Enhanced Community Quarantine in their respective work stations, as authorized by the appropriate official.

¹ AO No. 28 is in accordance with Republic Act (RA) No. 11469 or the "Bayanihan to Heal as One Act" which vested the President, as a temporary measure, the authority to provide a COVID-19 SRA to all PHWs, in addition to the Hazard Pay granted under RA No. 7306 or the "Magna Carta of Public Health Workers".



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Starting Date : 17 March 2020

Service rendered	Amount of COVID-19 SRA*
18 days or more	100%
13 -17 days	75%
8-12 days	50%
3-7 days	25%

*Amount of COVID-19 SRA shall be computed with the 25% of the monthly salary as the base amount (e.g. 100% of the 25% of the monthly salary for PHWs who rendered at least 18 days of service).

- The personnel employees and COS/JO workers must have been authorized by their respective Heads of Offices/Units to physically report to their work/ work stations [Sec. 4.3].

Subsequently, proper documentation signed by the Heads (e.g. accreditation order, office work schedule, daily time record) must be attached to the template* to be submitted to their respective Human Resources Development Offices (HRDOs), which shall be used as the basis for computation of the amount to be granted per personnel/worker.

HRDOs are requested to e-mail to OVPA the consolidated list of employees who were granted the COVID-19 SRA using the same attached template, following the file name convention <CU> - Consolidated List – Employees/COS/JO Granted COVID-19 SRA, after the payment has been completed.

- Employees hired on part-time basis shall be entitled to a pro-rated COVID-19 SRA which corresponds to the service rendered. Those on part-time employment in two (2) or more agencies shall be granted amounts proportionate to the services rendered in each agency, provided that the total COVID-19 SRA shall not exceed 25% of the monthly salary [Sec. 4.6].
- Employees detailed in another government agency shall be paid their COVID-19 SRA by the University” [Sec. 4.7].
- Compulsory retirees who are on service extension may also be granted the COVID-19 SRA, subject to the conditions and guidelines of the Circular [Sec. 4.8].

8. Exclusions

The following are excluded from the grant of the COVID-19 SRA [Sec. 5.0]:

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



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- d. All individuals and group of individuals whose services are engaged through COS or JOS who are not assigned in hospitals and healthcare facilities.

9. Funding

Payment of the COVID-19 SRA of regular, contractual, casual, temporary or substitute employees shall be charged against the available released Personnel Services (PS) allotments to CUs/PGH, while payment for COS/JO workers shall be charged against the available released Maintenance and Other Operating Expenses (MOOE) allotments to CUs/PGH under the General Fund (GF), without the need for prior authority, provided that all authorized mandatory expenses shall have been paid first [Sec. 6.1].

In case that the available funds of CUs/UP-PGH are insufficient to cover payment of the COVID-19 SRA, the Chancellors/UP-PGH Director must submit a Special Budget Request duly supported by a list of entitled personnel with the corresponding amounts required, certified correct by the respective Heads of the HRDO and Budget Office and recommended by the Chancellors/UP-PGH Director, to be endorsed by the UP System to the Department of Budget and Management (DBM) [Sec. 6.1.2].

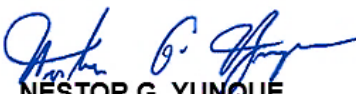
10. Schedule of Payment

The CUs, UP-PGH, and UP System Administration are authorized to set their respective schedules on the submission of the requirements for the processing and release of payment.

11. Due Diligence

The Chancellors and other University officials with authority over the release of the COVID-19 SRA shall exercise due diligence in the implementation of these guidelines. Responsible officers shall be held liable for any payment not in accordance with the provisions of the DBM BC 2020-2, without prejudice to the refund by the employees concerned of any excess or unauthorized payments [Sec. 8.0].

For your guidance and compliance.


NÉSTOR G. YUNQUE
Vice President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University

*Attachments: *Template – List of Qualified PHWs for the Grant of the COVID-19 SRA (Sheets A and B)*
Sample Computation



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SAMPLE COMPUTATION

Position: Medical Officer III (SG 21-8)

Monthly Basic Salary: P66,289

25% of Monthly Basic Salary (Maximum) = P 16,572.25

Service rendered	% of COVID-19 SRA	Amount
18 days or more	100%	16,572.25
13 -17 days	75%	12,429.19
8-12 days	50%	8,286.12
3-7 days	25%	4,143.06