



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON

MEMORANDUM

TO : ALL PROVINCIAL DIRECTORS/ DIVISION CHIEFS AND
EMPLOYEES UNDER CONTRACT OF SERVICE

SUBJECT : PROCESSING OF SALARIES OF EMPLOYEES UNDER CONTRACT
OF SERVICE

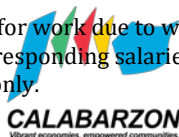
DATE : 20 March 2020

In the interest of public service and in order to duly facilitate the processing of salary of employees under Contract of Service in accordance to COA-DBM Joint Circular No. 1 s. 2020 dated 19 March 2020¹, all Provincial Directors/ Division Chiefs or immediate supervisors are hereby directed to submit e-copies of the following **requirements** to the **Finance and Administrative Division** thru **Budget Section (dilg4a.budget@gmail.com)** on the schedule indicated below, viz:

REQUIREMENTS	PERIOD	DATE OF SUBMISSION
1. Certification from Provincial Director/ Division Chief or Immediate Supervisor that COS employees rendered services, whether Working from Home and/or reporting to work as part of Emergency Operations Center for the given period	March 11-25, 2020	March 26, 2020
2. Salary Computation, ORS & DV <i>*All ORS and DV shall be signed by Dr. Carina S. Cruz as FAD Chief to expedite processing of salaries</i>	March 26 to April 10, 2020	April 7, 2020

Moreover, once the situation normalizes, measures in accordance with government accounting and auditing rules and regulations shall be applied accordingly.

¹ Section 3.5. COS who will not be required to report for work due to work suspension and those who are not part of the agency skeletal workforce shall be paid their corresponding salaries during the community quarantine as exception to the “no work, no pay” for this occasion only.



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Attached herewith is sample of certification and salary computation to be used for the payroll of the Contract of Service personnel.

For information and compliance.


ELIAS F. FERNANDEZ JR.
OIC-Regional Director

Ecl:
Certification
Salary Computation, ORS & DV

Legal Basis:

1. Proclamations Nos. 922 and 929 (s, 2020) of President Rodrigo R. Duterte,
2. Circular No. 2020-10 issued by Secretary Eduardo M. Año re: Work Arrangement for DILG Officials and Personnel
3. COA-DBM Joint Circular No. 1 s. 2020 dated 19 March 2020 re: Interim Guidelines Governing Contract of Service (COS) and Job Order (JO) Workers in Government for the Duration of the State of Calamity and Community Quarantine Due to the Corona Virus Disease (COVID-19).



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