

**GUIDE IN PERSONNEL SERVICES COMPUTATION
CY 2020**

	OBJECT OF EXPENSE	COMPUTATION
1	Salaries	4th Tranche Salary Scale per EO 201 & EO 36 ; effect step increment, if any
2	PERA	P2,000/mo. or P24,000/yr per employee
3	RA	Based on rate per GAA (see attached table)
4	TA	Based on rate per GAA (see attached table)
5	Uniform Subsidy	P 6,000.00 per employee per annum
6	Subsistence, Laundry & Quarter(Housing) Allowance	<p>6. a. For Health Worker (nurse)- P 19,800.00/ PER ANNUM</p> <p>6. b. Housing Allowance for Entitled Manager -based on existing rates per NBC No. 571 dated December 4, 2017</p> <p>6.c. For Central Office & Field Office Science and Technology Workers (STW), per RA 8439, DOST & DBM Joint Circular No. 1 Series of 2013 & NFA SOP HR-PB-58 on the Grant of Magna Carta Benefits for Science & Technology (S&T) Workers</p>
7	Performance Enhancement	Equivalent to P5,000.00 per employee per annum
8	Rice Allowance	P800/month/employee or P 9,600/annum/per entitled employee (ETD until 6/30/89)
9	Hazard Pay	<p>9. a. For Health Workers - based on Magna Carta for Health Workers</p> <p>9.a. For Central Office & Field Office Science and Technology Workers (STW), per RA 8439, DOST & DBM Joint Circular No. 1 Series of 2013 & NFA SOP HR-PB-58 on the Grant of Magna Carta Benefits for Science & Technology (S&T) Workers</p>
10	LOP (for Health Workers + Regular Employees)	<p>10.a. LOP (Regular) - P 465 / month or P5,580/ annum per employee</p> <p>10.b. LOP for Health Workers - based on Magna Carta for Health Workers</p> <p>10.c. For Central Office & Field Office Science and Technology Workers (STW), per RA 8439, DOST & DBM Joint Circular No. 1 Series of 2013 & NFA SOP HR-PB-58 on the Grant of Magna Carta Benefits for Science & Technology (S&T) Workers</p>
11	Overtime	<p>Computation of the Region's Ceiling for Overtime is 5% of the Total Annual Basic Salaries of FILLED POSITIONS ONLY. BUT NOT EVERYBODY is entitled to render Overtime Services. Rendition of Overtime Services is limited only to those entitled employees as approved by DBM.</p> <p><i>To illustrate:</i> <i>Given:</i> 1. No. of Filled Positions = 591 2. Annual Basic Salaries of all 591 Filled Positions = P129,000,000</p> <p><i>Computation of Ceiling:</i> = P 129,000,000.00 x 5% = P6,450,000.00</p> <p><i>NOTE: Not all 591 employees are entitled to render Overtime Services. The P 6,450,000 is the amount allotted for those entitled by DBM to render Overtime Services</i></p>
12	Mid Year Bonus	One (1) month basic salary per employee

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13	Year-end Bonus	One (1) month basic salary per employee
14	CLI	12 % of salaries
15	Pag-ibig	P100/mo or P 1,200/yr per employee
16	Philhealth	Per Philhealth Table (attached)
17	ECC Contributions (State Insurance Premiums)	P 100/mo / per employee or P 1,200/annum/per employee
18	Retirement Benefits (Gratuity Pay)	Compute for 2019 Mandatory retirees under RA 1616. Please attach list of employees with corresponding amount; To be submitted to / and consolidated by HRMD
19	Terminal pay	<p>19 .a. Estimated Terminal Pay for employees with INTENTION TO RETIRE EVEN NOT COMPULSORY; supported with list of said employees + estimated amount of Terminal Pay</p> <p>19. b. Estimated Terminal Pay for COMPULSORY RETIREES (please attach list + estimated amount of Terminal Pay; To be submitted to / and consolidated by HRMD</p>
20	Leave Credit Monetization	Compute for WARM BODIES ONLY (.0481927 x One month of Total Warm Bodies x 15 days) Warm Bodies = Filled + Detailed + CTI
21	Loyalty Pay	<p>Compute for the employees who have reached their milestone on the budget year (10,15,20,25 yrs); (per COA Circular 2013-003A dated Sept. 18, 2013);</p> <p>10 years - P 10,000 15 years - P 5,000 20 years - P 5,000 25 years - P 5,000 30 years - P 5,000 35 years - P 5,000 40 years - P 5,000</p>
22	Court Appearance Fees	Central Office Account only @ P 5,000 per appearance, shall not exceed 50% of the Lawyer's monthly basic salary