



Republic of the Philippines  
Province of Pangasinan  
Municipality of Lingayen

# Employees' Handbook

A Guideline to Working at LGU Lingayen





**PROVINCE OF PANGASINAN**  
**Municipal Government of Lingayen**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**I have received the Employee Handbook and affirm that I have examined its contents thoroughly, understanding its details.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

A guide to working at the Local Government Unit (LGU) in Lingayen.

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# SECTION 1

## INTRODUCTION

## **MESSAGE FROM THE MAYOR**

Achieving success, progress, and genuine development hinges on the collective efforts of individuals. The realization of organizational goals and missions is contingent upon the contributions of people. Consequently, human resources are accorded the highest esteem within our organization. Our leadership recognizes that the absence of human resources renders all endeavors futile.

Individual performance, irrespective of organizational position, holds paramount importance. Its long-term impact determines the organization's organizational efficiency.

Awareness fosters cooperation and compliance. Therefore, it is imperative that employees are equipped with the necessary knowledge and information, particularly pertaining to their work and work environment. This serves as the primary objective of the Employees' Manual, which functions as a comprehensive guide and reference for employees, outlining policies, responsibilities, rights and privileges, conduct, benefits, and incentives.

The Human Resource Management Office has transcended its traditional mandate to enhance employee efficiency and attain excellence in delivering public services.

Raising public awareness is crucial for fostering employee engagement and aligning it with the current administration's objective of client engagement. Upon the effective implementation of this manual, a well-informed workforce will contribute to their own satisfaction. A satisfied workforce will efficiently contribute to accelerating socio-economic development. In essence, it will also contribute to improving employees' socio-economic circumstances, conferring dignity upon them, and enabling them and their children to lead dignified lives commensurate with their status as civil servants and as human beings.

**LEOPOLDO N. BATAOIL**  
*Municipal Mayor*

## **MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER**

Edwards Deming said that merit rating sounds great, but it doesn't deliver what it promises. Our employees are our best asset, and the HR Office's job is to help them reach their full potential. That's why we created this manual.

An employee's efficiency isn't just about how well they do their job. It's about how well they know their role, what they need to do, and how they can achieve it. It's also about how their goals align with the organization's goals.

For years, our employees have been looking for a comprehensive guide to important work-related issues. There are lots of resources out there, but the HR Office has always thought that an employee manual is a great way to make sure everyone is on the same page and to achieve high standards of governance and excellence in public service.

This manual goes beyond just employee administration. It positions the HR Office as a strategic partner of the Municipal Government in development.

This manual covers all the important personnel policies for the Municipal Government, including employment, recruitment, selection, placement, compensation and benefits, training and development, employee relations and discipline, performance and rewards management, and organizational development. It's designed to help employees understand and follow these policies.

We think this manual is a big step forward, and we hope it will help everyone understand their rights and responsibilities better.

**JUDY DL. VARGAS**  
*Chief Administrative Officer*

## **THE MUNICIPAL GOVERNMENT OF LINGAYEN**

### **Mandate:**

The Local Government Unit of Lingayen shall have the power in promoting general welfare and providing basic services and facilities with its jurisdiction. To become responsive and accountable and more effective partner in the attainment of national goals as mandated by the Republic Act no. 7160 otherwise known as the Local Government Unit of Lingayen.

### **Vision:**

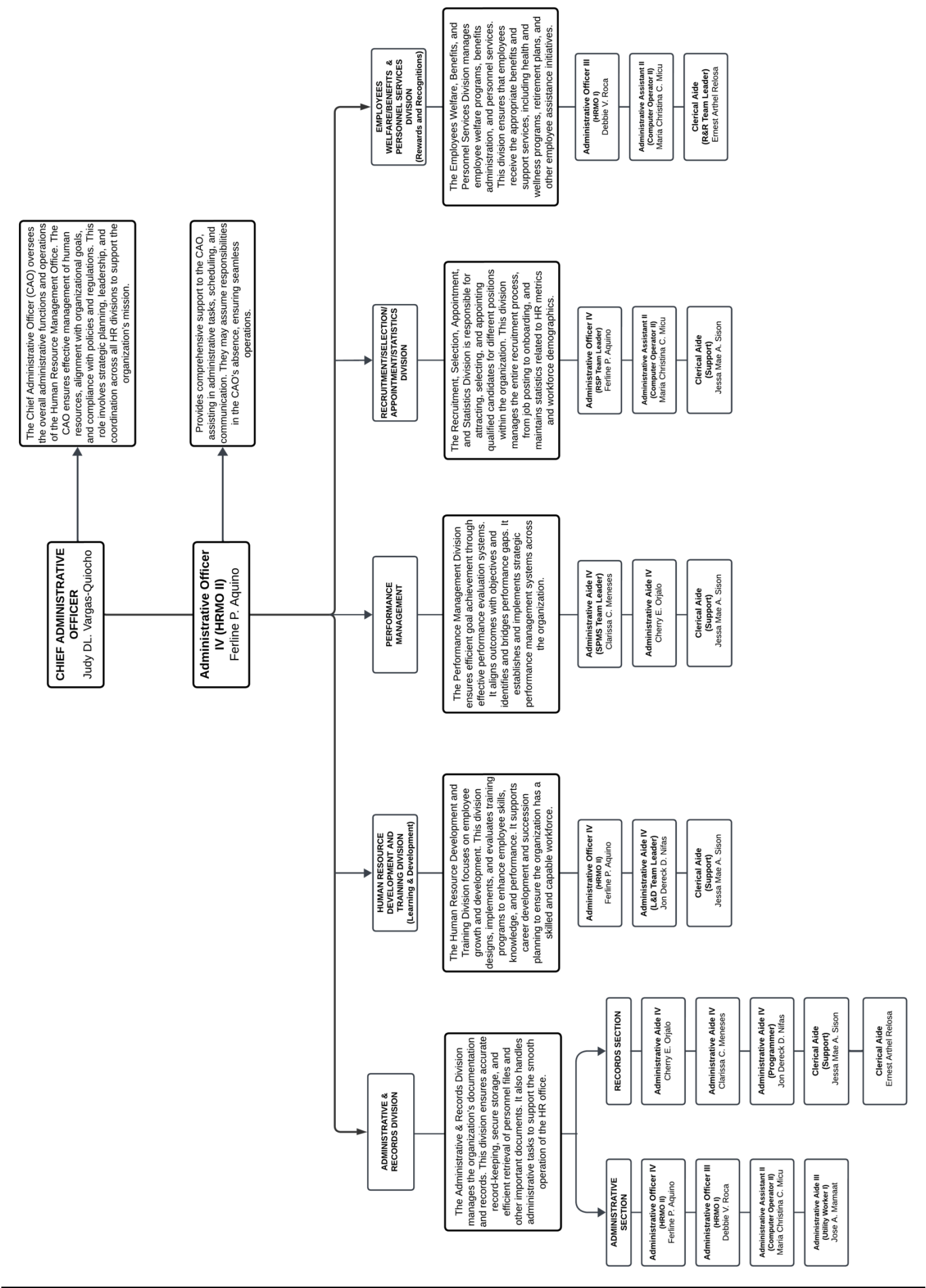
LINGAYEN, the capital town of the Great Province of Pangasinan, is a benchmark of good governance, expanding economy, resilient people in a sustainable environment in 2030.

### **Mission:**

The Municipality of LINGAYEN aims to provide an efficient, consistent, and responsive service to all.

### **Service Pledge:**

We, the officials and employees of the local government unit of Lingayen do hereby swear and pledge to deliver excellent public service, maintain honesty and responsibility, take appropriate measures to promote transparency in each office, and to reduce red tape and expedite business and non-business-related transactions in the agency.





## About Lingayen

Historians indicate that the nucleus of what became the town of Lingayen commenced as a Chinese colony. This community inhabited the riverbank in what now is the Lingayen Poblacion that during the Spanish era was known as Barraca. Bambi L. Harper, a columnist suggested that Lingayen was named after a Chinese official and geographer who visited the country in 1280, who wrote about Lingayen. Local historian Antonio del Castillo y Tuazon, a native of Lingayen and of Chinese descent who wrote a lengthy article about Princess Urduja, claimed that the colonial government headed by Ko Cha Lao, a governor of the entire island of Luzon was located in Lingayen.

After the death of Yung Lo, the Emperor of China, the Chinese ruled over the collapse of Luzon. Castillo suggested that the personnel of that Chinese colonial government of 1402-1424 chose to remain in Lingayen. Thus in 1574, when the Chinese Naval Commander Lim Ah Hong (Lim the good man) tried to capture Manila twice from Spanish authority but failed, he established his fort in Domalandan to ask the support of the Chinese community in Lingayen.

The Augustinian missionaries and the Spanish conquistadores drew a plan of Lingayen in 1614 and Lingayen was founded. The founders named the town Lingayen at the suggestion of natives themselves, due to a certain corpulent tamarind tree growing on the present town plaza at that time. The tree was exceptionally big, tall, and spreading; that the surrounding trees were just drafts in comparison. Passers-by developed the habit of looking back and back again at this corpulent tree until it would vanish from their rear view. When they arrived home and were asked what way they took in returning they would simply say through "Lingawen" meaning "to look back". Later the place was called "Lingayen". In 1828, Spain issued a royal decree which mandated those Chinese residents in the Philippines be assembled into villages and have their own local government with their own gobernadorcillos and cabeza de barangays.

It was only in the town of Lingayen in Pangasinan where this decree became applicable because it had sizable residents of Chinese descent who qualified to form their own local government. For a period of 68 years (1828 – 1896), Lingayen had two municipal governments that stood side-by-side for the naturals (natives) and another for the sangleys (Chinese mestizos). According to Rosario Mendoza Cortez, in 1887 the sangley residents of Lingayen were composed of 700 families with a total population of 2,793 which were divided into 14 cabeceras (barangays).

Filipino revolution in Lingayen began and among the first executives of the town was Master of Camp Francisco Padilla. During the revolution of 1896, Lingayen was wrestled from the Spaniards by the Revolutionary Forces under Pedro Rayos in Guesang, Martin Domingo in Maniboc, Balbino Santiago in Baay, and Francisoc Sino Cruz in Libsong. According to Felipe Quintos, SIPI AWARAY GELEW DIAD FILIPINAS, the following were elected officials of the town: Municipal Captain – Catalino J. Palisoc; delegate of revenue – Antonio Nable Jose; delegate of Justice – Nazario del Castillo; and delegate of Police – Jose V. Lopez.



## About Lingayen

The revolutionary government in Lingayen was brief as it gave way to another government under the Americans. Immediately, the Americans introduced many developments in the town. They made Lingayen as the educational center of Pangasinan. The first secondary school in Pangasinan was established in Lingayen following that of secondary school received greater attention in 1912 under the leadership of Governor Juan Alvear. Since then, other schools were organized and established such as the normal schools, the vocational and academic high schools, not to mention the elementary schools long established. It would not be amiss to mention here also the COLEGIO DE SANTISIMO ROSARIO of Lingayen for girls founded in 1890 by the Dominican Order; this school however, does no longer exist.

General Douglas D. MacArthur landed in Lingayen Beach with General King, General Romulo and others, at the early morning of January 9, 1945 at around 6:00 A.M. at the back of the capitol building, meeting him some guerillas who informed him that the Japanese were already gone. He boarded a jeep and went to the Roman Catholic Church and vicinity to check on the damage resulting from World War II. He established his headquarter at the Lingayen Capitol ground and at around 9:00 o'clock that same morning, he proceeded to Dagupan on a war tank. At about 10:00 o' clock in the morning of the same day, he occupied temporarily the old home economics building in Dagupan.

The American and allied forces landed in Lingayen to liberate the whole island, and the trek to Manila through the now known "General MacArthur Highway.



## About Lingayen



### Geographic Location and Land Area

Lingayen occupies the northwestern portion of the vast central plain of Pangasinan. An 11.5 kilometers coastline facing the Lingayen Gulf bounds the municipality on the north, the town of Labrador across the Agno River on the west, the nipa-rich town of Bugallon across the Agno River on the southwest, the sprawling rice plains of San Carlos City on the south and the fast-progressing Municipality of Binmaley on the east.

The distance of Lingayen from identified growth centers in the province are 14.5 kilometers from Dagupan City and 37 kilometers from Alaminos via Domalandan. It is 196 kilometers from Manila via Camiling, Tarlac and 226 kilometers from Manila via Urdaneta, assuming that both routes pass the new north Expressway.

The total land area of the municipality is 6,276 hectares. Lingayen has 32 barangays which seven (7) are considered as urban barangays. Barangay Estanza has the largest land area consisting of 792.243 hectares. Barangay Malimpuec has the second largest land area consisting of 482.743 hectares. The third largest barangay is barangay Rosario having a land area of 339.22 hectares. On the other hand, the barangay having the lowest land area is barangay Pangapisan Sur having a land area of 23.223 hectares. The second barangay having the lowest land area is barangay Balococ having a land area of 57.457 hectares



## About Lingayen

Lingayen is politically subdivided into 32 barangays. Each barangay consists of puroks and some have sitios.

Aliwekwek	Malawa
Baay	Malimpuec
Balangobong	Maniboc
Balococ	Matalava
Bantayan	Naguelguel
Basing	Namolan
Capandanan	Pangapisan North
Domalandan Center	Pangapisan Sur
Domalandan East	Poblacion
Domalandan West	Quibaol
Dorongan	Rosario
Dulag	Sabangan
Estanza	Talogtog
Lasip	Tonton
Libsong East	Tumbar
Libsong West	Wawa

### Population

Lingayen is predominantly rural-based with only seven (7) barangays out of thirty-two (32) barangays that are classified as urban. As for the censal year, the table shows that the most populous is Barangay Poblacion with a population of 12,855 and the barangay with a least number of populations is Barangay Dorongan with 336 residents. Overall, there are 107,728 residents with 23,166 numbers of households.

The total population density of Lingayen based on the data 2020 is 1,716, which was arrived at dividing the total population of 107,728 over the 62.76 square kilometers occupied by the municipality. The gross density pertains to the ratio of the total population of an area to the total land area. Moreover, when the population density of Lingayen is compared with the whole of Pangasinan, it is higher because the province only has 580 inhabitants per square kilometer. This only shows that the municipality is very crowded especially in Central District.

### Mother Tongue / Ethnicity

As per the PSA data of 2020, majority of the people residing in Lingayen speaks Pangasinense (100,634) followed by the other dialect- speaking residents (2,090) and Tagalog-speaking residents (1,963). The rest of the residents speak other languages.

ETHNICITY	Population	%
Pangasinan	100,634	93.41%
Other local dialects	2,090	1.94%
Tagalog	1,963	1.82%
Ilocano	1,551	1.44%
Bikol	563	0.52%
Ilonggo/Hiligaynon	316	0.29%
Cebuano	288	0.27%
Waray	210	0.19%
Kankanaey	55	0.05%
Foreign language	39	0.04%
Ibaloi	20	0.02%
Total	107,728	100%



## About Lingayen

### Religious Affiliation

Given the data of the Philippine Statistics Authority of 2020, there are eight (8) religions that comprise the biggest number of members in the municipality. Roman Catholic consists of 95,533 members followed by the Iglesia ni Cristo with 3,203 members, Aglipay with 2,215 members, Jehova's Witnesses with 1,275 members, and United Methodists Church with 1,229 members. Those with unidentified religious affiliation are totalled to 3,914.

Religion	Number	%
Roman Catholic	95,533	88.68%
Iglesia ni Cristo	3,203	2.97%
Aglipay	2,215	2.06%
Jehovah's Witnesses	1,275	1.18%
United Methodists Church	1,229	1.14%
Baptists	210	0.20%
Islam	144	0.13%
UCCP	2	0.002%
Philippine Benevolent Missionaries	2	0.002%
None	2	0.002%
Others	3,914	3.63%
Total	107,728	100%

### Economy

For CY 2021 Lingayen has an annual income of ₱344,946,555.51. Particularly, the National Tax Allotment from the National Government is ₱256,081,089.96 or 74.24%, the Local Tax Revenue at ₱40,052,728.81 or 11.61%, Non-Tax Revenue at ₱48,276,201.88 or 14% and the other Income of ₱536,534.86 or 0.16% of the total income. This means that the LGU is 74.24% dependent on the National Tax Allotment (NTA) and has quite increased compared to 73.27% from the previous year due to the pandemic effect brought by the Covid-19 Virus. With the Holistic Covid-19 Recovery of Lingayen, establishment of various businesses and in accordance with the current state, the amendment of revenue generating ordinances such as the Revenue Code, Local Investment Incentive Code, Market and Slaughterhouse Code, the local income will be expected to dramatically increase.

There were 1,748 business establishments registered in the LGU. There are 20 banks, 24 pawnshops, 5 supermarkets, 10 inns/hotels and resorts, 7 major fastfood chains, 12 drugstores, 37 bagoong industries, and countless other business establishments offering a wide range of services to the public. Major investments are still expected to arise in the area due to its business-friendly policies. Unfortunately, the presently limited commercial space cannot accommodate all investors, hence it is a challenge for the local government to develop commercially-viable areas.

Lingayen is a first-class municipality with a flat terrain and soil that is suitable for agriculture. Bounded by an 11.5-kilometer coastline facing the Lingayen Gulf and traversed by the Agno River, the municipality is also productive in fisheries and other aquatic and marine resources.

Electric power in the Municipality of Lingayen is distributed by CENPELCO (Central Pangasinan Electric Cooperative), the main office of which is in San Carlos City. Lingayen's 32 barangays have already been electrified with only 5% of the total number of households yet to be served. There are now 18,592 domestic connections, 781 commercial connections, 258 institutional connections, 34 streetlights and 7 industrial connections. With the merger of Digitel and PLDT, landline communication and DXL internet services are expected to greatly improved in the LGU. Cellular phones also abound with the existence of strong signals from all major telecommunication companies such as GLOBE, SMART, TALK AND TEXT, SUN, TOUCH MOBILE and others. Major establishments also offer Wi-Fi services. Nationally circulated daily newspapers as well as locally published ones are available here. There is a cable television: USA TV.



# About Lingayen

## Tourism Spots

The capital town of the premiere province of Pangasinan is definitely no less than the province it is a part of.

As a kickstarter, in terms of tourist attractions, Lingayen is a home to stunning views, delectable foods, and perky fests.

Among its major tourist attractions include:



### Epiphany of Our Lord Parish

Epiphany of Our Lord Parish, formerly called the Three Kings Parish, is one of the oldest Roman Catholic churches in the country.



### Lingayen Town Plaza

The **Lingayen Town Plaza**, located at the town proper and in front of the Municipal Hall, is not only a landmark but a showcase of the capital town's wonder.



### Lingayen Beach and Baywalk

The **Lingayen Beach and Baywalk** which offers a free, tranquil, and scenic spot for all families, friendships, and other groups' gathering. It is also a perfect place for deep thoughts. Likewise, it has been known as a favorite site for pictorials.



### Urduja Palace

The **Urduja Palace**, named after the legendary Pangasinan warrior Princess Urduja, serves as the provincial governor's official residence and guest house.



### Pangasinan Provincial Capitol Building

The **Pangasinan Provincial Capitol Building** has been dubbed as the "Best Provincial Capitol in the Philippines" for its magnificent beauty.



### Narciso Ramos Sports and Civic Center

The **Narciso Ramos Sports and Civic Center**, as the name implies is a venue for both local, regional, and national sports and civic activities.



### Limahong Channel and Tourism Center


The **Limahong Channel and Tourism Center** is being groomed to be a world-class river cruise and tourism park. This attraction was named after Chinese Corsair Limahong who dug a channel in Domalandan, Lingayen to escape the Spanish colonizers.

# LINGAYEN

A community and a home of God-loving people with a shared vision, aiming to be Number One in all aspects of governance being the Capital Town of the Great Province of Pangasinan.

*Our Seal*

An inspiring symbol of unity, solidarity and teamwork of people determined to achieve prosperity with transparency and accountability for the love of its municipality.



The Blue color signifies the town's wide water resources such as the Lingayen Gulf, Limahong Channel, the Agno River tributaries and various fishponds.

The Yellow Gold color signifies spiritual enlightenment, wisdom, knowledge, triumph, grandeur and prosperity. Lingayen had long been the center of education of God loving and industrious people.

The Maroon color signifies intense, strong, creative, passionate, loving and beautiful people of Lingayen.

The Badge denotes a safe, secure, healthy and friendly environment.

The Star at the middle is the symbol of central government being the Capital Town of the Great Province of Pangasinan.

The 32 Twirls represent the 32 barangays bound and united strongly and harmoniously working together for common purpose of making Lingayen progressive.

The Building at the center is the Lingayen Municipal Hall which symbolizes good governance, inspiring leadership, quality public service, transparent and honest administration.

The images between the rays of the star are the major industries of the municipality: (from upper rightmost corner, clockwise direction)

- a. Bagoong, bangus and other aqua products;
- b. Nipa vinegar and native roof shingles;
- c. Furniture and woodcrafts;
- d. Bukayo, coconut midribs and buri crafts;
- e. Rice and other agricultural products.

General Douglas MacArthur historic landing in Lingayen Gulf on January 09, 1945.

*Our Vision*

A benchmark of good governance, with a self-sufficient economy powered by God-centered law abiding people in a tourism-oriented and ecologically-balanced environment, emanating preeminence, pride and progress.

# SECTION 2

## TERMS OF EMPLOYMENT



**2.1 PERSONNEL POLICIES**

In accordance with the Municipal Government’s advocacy for fair, equitable, and humane treatment of employees, these personnel policies governing employment have been designed to ensure their appropriateness and relevance in meeting employees’ needs.

Implementing Guidelines

1. The Municipal Government’s employment policies shall be consistent with the provisions of the Civil Service Commission and other applicable and existing laws and relevant rules and regulations governing employment.
2. The Municipal Government, in pursuit of its objectives, shall prioritize qualified Pangasinenses, particularly residents of the Municipality of Lingayen, in its recruitment process. However, the Municipal Government shall not discriminate against any applicant based on gender, religion, political affiliation, or ethnic origin.
3. In accordance with Memorandum Circular No. 24, Series of 2016, LGU Lingayen is committed to establishing an Equal Employment Opportunity Policy (EEOP). This policy will integrate equal opportunity principles across all aspects, including but not limited to Recruitment, Selection, and Placement (RSP), Learning and Development (L&D), Rewards and Recognition (R&R), and the Strategic Performance Management System (SPMS).

**2.2 CLASSIFICATION OF EMPLOYEES**

Municipal Government employees are classified based on the provisions of the Civil Service Commission regarding tenure and employment levels.

**DEFINITION OF EMPLOYEE**

An employee shall be known as the person hired by the Municipal Government, receiving salaries for work or services rendered, and whose means and methods of performing work are under the organization’s control.

**EMPLOYMENT STATUS**

*(Omnibus Rules on Appointments and other Human Resources Actions – ORAOHRA revised 2018)*

The employment status in civil service shall be determined by the appointment issued, which can be any of the following:

1. **Permanent** appointment is issued to an individual who meets all the qualification requirements for a position, including the necessary eligibility, as per the law, regulations, and standards established in accordance with those provisions.
2. **Temporary** appointment is issued to a person who meets the education, experience, and training requirements for the position to which he/she is being appointed, except for the appropriate eligibility.

A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority. The appointment shall

not exceed twelve months, reckoned from the date it was issued, but the appointee may be replaced sooner if a qualified, eligible person who is willing to accept the appointment becomes available.

3. **Cotermious** appointment is issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority or of the head of the organizational unit where assigned.

Eligibility is not required for appointment, except for those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligibles.

4. **Casual** is an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not to exceed one year.
5. **Non-Plantilla** personnel include Job Order and Contract of Service personnel. As per the existing CSC guidelines, there's no "employer-employee relationship" when someone performs work under a Job Order or is hired under a Contract of Service with the government.
  - a. **Contract of Service** personnel are individuals, private firms, other government agencies, non-governmental agencies, or international organizations who engage in consulting, learning service provision, or technical expertise to undertake specific projects or jobs within a defined period, as defined in Joint Circular No 1, section 2017.
  - b. **Job Orders** are intermittent or urgent jobs that require specific services, including but not limited to a particular task, and are subject to a specific duration.

## **2.3 CLASSIFICATION OF POSITIONS**

*(Memorandum Circular No. 3 Series 2001)*

*The Plantilla position is categorized as follows:*

1. **First Level:** This category encompasses clerical, trades, crafts, and custodial service positions that involve non-professional or sub-professional work in a non-supervisory or supervisory capacity. These positions typically necessitate less than four years of collegiate education.
2. **Second Level:** This category includes professional, technical, and scientific positions that involve professional, technical, or scientific work in a non-supervisory or supervisory capacity. These positions usually require at least four years of college education, with the potential to attain the Division Chief level.

# SECTION 3

## WORK ARRANGEMENTS

### **3.1 OFFICIAL WORKING HOURS**

*(CSC MC No. 1, series of 2017)*

All government officials and employees are mandated to work eight (8) working hours daily for five working days a week, totaling forty (40) hours per week, excluding time for lunch. The workday commences at 8:00 am and concludes at 5:00 pm, Monday through Friday.

Each department head is responsible for ensuring that all officers and employees under their supervision adhere strictly to the prescribed office hours.

### **3.2 DAILY TIME RECORD (DTR)**

Officers and employees of all departments and agencies, excluding those covered by special laws, are required to work a minimum of eight hours per day, five days a week, totaling forty hours per week, excluding time for lunch breaks.

As a general rule, these hours will be from 8:00 AM to 12:00 PM and from 1:00 PM to 5:00 PM on all days except Saturdays, Sundays, and holidays. These hours must be reflected in the DTR/biometrics system.

On the last day of every month, the HR Office will retrieve and consolidate all system records. Additionally, the HRMO will review and validate employee entries in the Daily Time Records with Biometrics records.

Automatic deductions from salaries will be made under the following conditions:

1. Absences without approved leave application
2. Approved leave of absence without pay

Unexcused absences will be subject to salary deduction and potential disciplinary action. The following will be considered unexcused absences:

1. Absences without prior permission and no written application for leave has been filed
2. Sick leave or emergency leave without appropriate notification and when no valid reason has been presented upon return to work.

Intentionally manipulating or altering DTR is considered dishonesty and can lead to disciplinary action, including dismissal.

### **3.3 FLEXIBLE WORK ARRANGEMENTS**

*(CSC Resolution No. 2200209 promulgated on 18 May 2022)*

The heads of the respective offices have the authority to approve working hours. However, officials and employees must work at least 40 hours per week for five consecutive days. Any work exceeding 40 hours will be compensated with overtime pay or compensatory time off.

Agencies must develop an internal rule for implementing the policy. Working hours should be between 7:00 AM and 7:00 PM, ensuring that the agency provides continuous services from 8:00 AM to 5:00 PM.

### **3.4 ALTERNATIVE WORK ARRANGEMENTS**

Government agencies may adopt any or a combination of the following alternative work arrangements:

1. Work-from-home: This arrangement permits employees to produce outputs and accomplishments outside the office.
2. Skeletal workforce: This arrangement requires a minimum number of employees to maintain office operations when full staffing is not feasible.
3. Four-day (compressed) workweek: This arrangement reduces the workweek to four days while maintaining the same number of working hours.
4. Staggered working hours: This arrangement applies to offices or agencies that observe work shifting or flexible working hours. It encompasses the existing 24/7 shifting schedule and the flexible working time schedule.
5. Other alternative work arrangements: These arrangements combine elements from the above categories, subject to the prevailing community quarantine restrictions in the area where the agency is located and the nature of the work performed by the employees.

Government agencies may adopt any of the following FWAs under CSC MC No. 06, s.2022. However, agencies are reminded to ensure that all their stakeholders are assured of continuous public service delivery from 8:00 AM to 5:00 PM, including lunch break, throughout the workweek.

Agencies shall also formulate internal guidelines on FWA, which include the tasks allowed to be accomplished outside the office, health and communication protocols, performance standards and monitoring mechanisms, and the provision of support mechanisms.

### **3.5 OVERTIME**

When the public interest demands it, the daily working hours of Plantilla, job order, and contract of service employees may be extended by the department head. However, if the work exceeds eight hours, proper compensation must be provided, either through compensatory time-off or overtime pay.

Overtime services may only be authorized when extremely necessary, such as when a specific work or activity cannot be completed within the regular work hours and that non-completion will:

- a. Result in financial loss to the government or its instrumentalities.
- b. Embarrass the government due to its inability to meet its commitments.
- c. Violate the purposes for which the work or activity was conceived.

If overtime pay has been determined by the agency head to be the appropriate compensation for overtime services, it will be calculated based on the employee's hourly rate, with the rate adjusted for the day the overtime service was rendered. The total overtime pay for a year should not exceed 50% of an employee's annual salary. Employees may be compensated with overtime pay or compensatory time-off (CTO).

**Authorized to Render Overtime Services**

Only appointed and salaried civilian government employees holding regular, contractual, and casual positions of division chief or equivalent level and below may be authorized to render overtime services with pay or compensation.

Incumbents of positions of division chief or equivalent level and below, designated as Officers-in-Charge of higher-level positions, may also be authorized to render overtime services as they are still bound to observe the prescribed work hours in their respective agencies.

**Not Authorized to Render Overtime Services**

1. Civilian personnel holding positions higher than division chief or equivalent levels.
2. Individuals who are granted other forms of allowances or benefits for services rendered beyond the prescribed work hours, as defined by existing laws, rules, and regulations.

**Limitation on Overtime Service**

1. Employees shall not be permitted to work overnight shifts for more than two consecutive nights to maintain their productivity.
2. Overtime hours shall not be used to compensate for under time and tardiness.
3. Overtime hours shall not exceed the maximum allowable hours per month, which is sixty (60) hours.

**3.6 COMPENSATORY TIME OFF (CTO)**

As a rule, the remuneration for overtime services shall be through Compensatory Time Off (CTO,) in accordance with the guidelines under the CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A. s. 2005. The payment in cash of overtime services through Overtime Pay may be authorized only in exceptional cases when the application of CTO or all overtime hours would adversely affect the operations of the agency.

**Availment of Compensatory Overtime Credits (COC)**

The CTO can be utilized in blocks of four (4) or eight (8) hours. The employee may utilize the CTO continuously for a maximum of five (5) consecutive days per block, or on a staggered basis throughout the year. However, in the event of an urgent need, the schedule can be recalled and rescheduled by the Head of the Office or an authorized official within the year.

**Limitations of Compensatory Overtime Credits**

- Employees may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty hours (120) hours.
- These earned COCs should be used as time off within the current year. Any unused COCs will be forfeited after a year it was earned.
- Cannot be used to offset undertime or tardiness.
- Cannot be converted to cash, hence, are non-cumulative.

- Cannot be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.

***The following procedure will be followed to obtain CTO:***

**1. Advance Approval for Overtime:**

- All overtime work must be pre-approved. Employees are required to submit an advance approval letter addressed to the HR Officer before undertaking any overtime work. This letter should include the details of the work to be done and the expected duration of the overtime.

**2. Sudden/Unexpected Overtime:**

- In cases where overtime work is unforeseen and cannot be planned in advance, employees must inform the HR Officer promptly. This can be done through our group chat via Messenger. Please provide details of the work and the reason for the immediate overtime request.

**3. Compensatory Time-Off:**

- Compensatory time-off can only be utilized once the necessary paperwork has been processed and approved. Employees are required to ensure all documents are completed and submitted to the HR Officer for approval before availing of compensatory time-off.

**3.7 TARDINESS**

*(CSC MC No. 1, series of 2017)*

**Habitual Tardiness**

An employee shall be deemed habitually tardy if they consistently arrive late, regardless of the duration, ten (10) times within a two-month period during a semester or two consecutive months throughout the year.

**Loafing**

Frequent unauthorized absences from duty during regular office hours constitute loafing.

**Undertime**

Undertime is typically incurred by officers or employees who leave work before the customary eight-hour work schedule. Employees who depart the office for personal or unauthorized reasons prior to the approved core working hours will be considered undertime.

An employee who fails to log in but subsequently logs out will be deemed to have worked undertime. Conversely, an employee who logs in but fails to log out will also be considered to have worked undertime.

Employees will be granted consideration to leave their workplace prior to their scheduled time-off only in cases of emergency, significant personal reasons, illness, or injury.

In instances where leave credits have been exhausted, any occurrence of undertime will be deducted from the employee's vacation leave or salary.

**SANCTIONS:**



**Tardiness and Loafing:**

- 1st offense - Suspension of six (6) months and one (1) day to one (1) year
- 2nd offense - Dismissal from the service

**Habitual Tardiness:**

- 1st offense - Reprimand
- 2nd offense - Suspension of one (1) to thirty (30) days
- 3rd offense - Dismissal from the service

**Salary Deduction:**

Punctuality will be subject to a reduction in salary or a deduction from accrued leave credits, as determined by the cumulative number of unexcused tardiness within a fifteen-day period. The schedule for this deduction is provided below.

**Table of Salary/Leave Credit Deductions due to Tardiness**

MINUTES/HOURS LATE	SALARY/LEAVE CREDIT DEDUCTION
1 minute or more	Pro rata deduction

- No salary deductions shall be made in the following cases if tardiness does not exceed four (4) hours.
- More than four hours of tardiness will be deducted from an employee’s applicable leave credits. However, if all leave credits have been exhausted, the employee’s subsequent pay for the remainder of the day will be calculated on a per-hour basis.
- Exceptions to the above policy include:
  - \* When an employee was required to work overtime beyond midnight the previous day.
  - \* During inclement weather that makes access to the workplace reasonably difficult.

NOTE: It’s necessary to log biometrics in and out during lunchtime.

**3.8 ABSENTEEISM**

To effectively monitor and promote adherence to the prescribed working hours, the following guidelines regarding absences shall be adhered to:

1. Employees who are absent in the morning are considered tardy and are subject to the provisions outlined in the Habitual Tardiness policy.
2. Employees who are absent in the afternoon are deemed to have incurred undertime and are subject to the provisions outlined in the Undertime policy.

**HABITUAL ABSENTEEISM**

Employees will be considered habitually absent if they incur unauthorized absences exceeding the allowable 2.5 days of monthly leave credits for at least



three consecutive months in a semester or at least three consecutive months during the year. (Section 22 Rule XIV, Omnibus Rule Implementing Book V of Executive Order No. 292).

In the event of a claim of ill health, a medical certificate must be submitted to the department head for verification of its validity.

Employees who commit habitual absenteeism will be subject to disciplinary action, as follows:

**1st Offense:** Suspension for six months and one to one year.

**2nd Offense:** Termination of employment.

### **3.9 SALARY ADMINISTRATION**

All permanent positions shall be classified into grade levels with prescribed salary range.

Employees must accomplish their Daily Time records, duly signed by them and approved by their Chiefs of Offices to reflect attendance and serve as basis for payment of salaries or wages.

The following are standard and obligatory deductions from an employee's salary:

- GSIS premiums (personal share)
- Philippine Health Insurance (PhilHealth)
- Home Development Mutual Fund (Pag-Ibig)
- Withholding Tax on Compensation
- Tardiness, undertime, leave without pay
- Outstanding obligations or loans (unliquidated cash advances, salary loans, housing loans, etc.)

# **SECTION 4**

## **EMPLOYMENT POLICIES, PROCEDURES AND PRACTICES**

#### **4.1 OBSERVANCE OF FLAG CEREMONY**

*(CSC MC NO. 19, series of 2012)*

Attendance is mandatory for all officials and employees of the Local Government Unit (LGU) of Lingayen, including those under contract of services or job orders. The ceremony will commence at 7:00 AM every Monday for the flag raising and at 5:00 PM every Friday for the flag retreat.

Consecutive absences from the flag ceremony for three events or a cumulative total of six flag ceremonies in a quarter will result in a penalty. The employee's offenses will be reset every quarter.

***Sanction:***

1st Offense: Reprimand

2<sup>nd</sup> Offense: Suspension of 1 day to 30 days

3<sup>rd</sup> Offense: Dismissal from service

The following individuals are exempt from attending the flag raising and flag retreat ceremonies, provided they obtain certification from the Human Resources Management Office:

- Employees performing utility and sanitation work
- Civil security personnel and security guards
- Ticket checkers on duty
- Pregnant women
- Employees whose condition or illnesses are directly attributed to sunlight exposure and prolonged standing
- Absences due to official business, leave of absence, or compensatory time-off will not be counted unless a copy of the approved occupational health and safety (OB) slip, leave of absence application, or overtime credit card is presented to HR within the last working day prior to the flag ceremony

#### **4.2 FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

Upon assuming office, LGU Lingayen employees are mandated to submit an oath-based declaration detailing their assets, liabilities, and net worth. This declaration is to be submitted periodically, as per the requirements of law (E.O. 292, Section 34).

All public officials and employees, whether regular or temporary, are mandated to file a Statement of Assets, Liabilities, and Net Worth (SALN). This requirement is outlined in Article XI, Section 17 of the 1987 Philippine Constitution.

- Officials must file within thirty (30) days of assuming office;
- They must file annually on or before April 30th; and
- They must file within thirty (30) days of separating from the service.

(Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees.")

4.3 DRESS CODE

The Municipal Government of Lingayen ensures uniform allowances for all Plantilla personnel. These uniforms must be worn on all working days, adhering to the prescribed schedule. The workplace dress code must be strictly adhered to during all working days. Supervisors and department heads are tasked with monitoring compliance.

In compliance with Civil Service Commission (CSC) Resolution No. 24000766, promulgated on August 29, 2024, this memorandum implements the Revised Dress Code for all employees of the Municipal Government of Lingayen.

Official Dress Code Guidelines

- 1. **Monday:**
  - 1st Monday of the Month: ASEAN-inspired attire
  - 2nd to 4th Mondays: Filipiniana-inspired attire
- 2. **Tuesday to Friday and Weekends (if required):**
  - Agency-prescribed office uniform for the day
- 3. **Days Without Agency-Prescribed Uniform:**
  - Smart Casual attire, as defined in Section IV (H) and illustrated in Section V (A.4) of CSC Resolution No. 24000766

Prohibited Attire and Other Prohibitions

Pursuant to Section 8, Rule VI of the Rules Implementing RA No. 6713, the wearing of the following shall be prohibited for all government officials and employees when performing official functions within the designated workplace and during virtual meetings:

- Collarless T-shirt
- Blouses with over-plunging necklines
- Backless top/plunged back top
- Sleeveless
- See-through clothing
- Gauzy, transparent, or net-like clothing
- Sando, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)
- Leggings, above-the-knee skirt, walking shorts, cycling shorts, and jogging pants (unless worn during official events involving physical exercise)
- Ripped jeans
- Short pants
- Sandals, slippers, and slip-ins exposing the toes
- Excessive jewelry, except for special occasions and during official celebrations
- Heavy or theatrical makeup, except for those engaged in the performing arts
- Other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties and functions.

EXEMPTIONS

The following exemptions may be allowed:

- 1. When the nature of work of the official or employee demands that he/she

wears clothing other than those prescribed above, such as but not limited to the uniformed personnel in the police, fire, correction, jail, and national mapping services; medical and health personnel; research and laboratory personnel and technicians; and those who are performing field work;

2. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
3. Physical disabilities and other legitimate health reasons of the employee;
4. Pregnant female employee during the period of pregnancy;
5. Employee who is in mourning due to the death of any member of his/her family;
6. Emergency cases or during rehabilitation efforts after a severe calamity/disaster; or inclement weather; and
7. Other circumstances analogous to the foregoing.

In case the official or employee cannot comply with the dress code, he/she must file a written request for exemption from the agency head, through the Human Resource Management Office, at least fifteen (15) days prior or whenever possible, for approval. If the request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

Any violation of the provisions of this Revised Dress Code shall be considered as ground for disciplinary action under civil service laws, rules, and regulations.

#### **4.4 IDENTIFICATION CARD**

All employees who interact with the public must be issued an official identification card that must be visible during office hours.

Name plates must be visible on all frontline employees who interact with the public to ensure transparency and accountability.

#### **4.5 SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW**

The Individual Performance Commitment and Review (IPCR) is prepared and submitted by the employee to their immediate head / Division Chief before **JULY 15** (for the 1<sup>st</sup> semester) and before **JANUARY 15** (for the 2nd semester).

# **SECTION 5**

## **DECORUM AND BEHAVIOR**

**5.1 NORMS OF CONDUCT AND ETHICAL STANDARD**

**1. Commitment to public interest**

Employees shall always uphold the public interest over and above personal interest. All government resources and powers must be used efficiently, effectively, honestly and economically.

**2. Professionalism**

Employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill.

**3. Justness and sincerity**

Employees shall always remain true to the people. They must act with justness and sincerity and shall not discriminate against anyone. They shall always respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest.

**4. Political neutrality**

Employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

**5. Responsiveness to the public**

Employees shall extend prompt, courteous, and adequate service to the public. Information on policies and procedures should be clear and in an understandable language.

**6. Nationalism and patriotism**

Employees shall always be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people.

**7. Commitment to democracy**

Employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability.

**8. Simple living**

Employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

**5.2 PROHIBITED ACTS AND TRANSACTIONS**

In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful (RA 6713, section 7):

(a) **Financial and material interest.** — Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) **Outside employment and other activities related thereto.** — Public officials and employees during their incumbency shall not:

- (1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;
- (2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or
- (3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) **Disclosure and/or misuse of confidential information.** — Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

- (1) To further their private interests, or give undue advantage to anyone; or
- (2) To prejudice the public interest.

(d) **Solicitation or acceptance of gifts.** — Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

**5.3 ADMINISTRATIVE OFFENSES AND PENALTIES**  
*(2017 Rules on Administrative Cases in the Civil Service)*

Administrative offenses with corresponding penalties are classified into grave, less grave or light, depending on their gravity or depravity and effects on the government service.

	DISCIPLINARY ACTION		
A. GRAVE OFFENSES	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
1. Serious Dishonesty	DISMISSAL		
2. Gross Neglect of Duty	DISMISSAL		
3. Grave Misconduct	DISMISSAL		
4. Being Notoriously Undesirable	DISMISSAL		
5. Conviction of a Crime Involving Moral Turpitude	DISMISSAL		
6. Falsification of Official Document	DISMISSAL		
7. Physical or mental disorder or disability due to immoral or vicious habits	DISMISSAL		
8. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in	DISMISSAL		



connection therewith when such fee, gift or other valuable things is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded to other persons, or committing acts punishable under the anti-graft laws			
9. Contracting loans of money or other property from persons with whom the office of the employee has business relations	DISMISSAL		
10. Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value in the course of one's official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of one's office. The propriety or impropriety of the foregoing shall be determined by its value, kinship, or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature	DISMISSAL		
11. Nepotism	DISMISSAL		
12. Disloyalty to the Republic of the Philippines and to the Filipino people	DISMISSAL		
<b>B. GRAVE OFFENSES</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>
1. Less Serious Dishonesty	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
2. Oppression	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
3. Disgraceful and Immoral Conduct	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
4. Inefficiency and Incompetence in the Performance of Official Duties	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
5. Frequent Unauthorized Absences (Habitual Absenteeism)	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
6. Habitual tardiness in reporting for duty causing prejudice to the operations of the office	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
7. Loafing from Duty During Regular Office Hours	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
8. Refusal to Perform Official Duty	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
9. Gross Insubordination	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
10. Conduct Prejudicial to the Best Interest of the Service	Suspension of 6 months and 1 day to 1 year	DISMISSAL	

11. Directly or indirectly having financial and material interest in any transaction requiring the approval of one’s office. Financial material interest is defined as pecuniary or proprietary interest by which a person will gain or lose something	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
12. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by one’s office, unless expressly allowed by law	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
13. Disclosing or misusing confidential or classified information officially known by reason of one’s office and not made available to the public, to further one’s private interests or give undue advantage to anyone, or to prejudice the public interest	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
14. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
15. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with one’s office, unless such recommendation or referral is mandated by (1) law, (2) international agreements, commitment and obligation, or (3) as part of the function of one’s office	Suspension of 6 months and 1 day to 1 year	DISMISSAL	
<b>C. GRAVE OFFENSE OF INEFFICIENCY AND INCOMPETENCE IN THE PERFORMANCE OF OFFICIAL DUTIES</b>	DEMOTION (Diminution in salary corresponding to the next lower SG with the same salary step)		
<b>D. LESS GRAVE OFFENSES</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>
1. Simple Neglect of Duty	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
2. Simple Misconduct	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
3. Discourtesy in the Course of Official Duties	Suspension of 1 month and 1 day to 6 months	DISMISSAL	

4. Violation of existing Civil Service Law and rules of serious nature	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
5. Insubordination	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
6. Habitual Drunkenness	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
7. Unfair discrimination in rendering public service due to party affiliation or preference	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
8. Failure to file SALN and disclosure of business interest and financial connections including those of one's spouse and unmarried children under 18 years of age living in one's household	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
9. Failure to resign from one's position in the private business enterprise within 30 days from assumption of public office when conflict of interest arises, and/or failure to divest oneself of one's shareholdings or interest in private business enterprise within 60 days from assumption of public office when conflict of interest arises; Provided, however, that for those who are already in the service and conflict of interest arises, the official or employee must either resign or divest himself/herself of said interest within the periods hereinabove provided, reckoned from the date when the conflict of interest had risen	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
10. Engaging directly or indirectly in partisan political activities by one holding non-political office	Suspension of 1 month and 1 day to 6 months	DISMISSAL	
<b>E. LESS GRAVE OFFENSE OF SIMPLE DISHONESTY</b>	Suspension of 1 month and 1 day to 6 months	6 months and one day to one year	DISMISSAL
<b>F. LIGHT OFFENSES</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>
1. Simple Discourtesy in the Course of Official Duties	Reprimand	Suspension of 1 to 30 days	DISMISSAL
2. Improper or unauthorized solicitation of contributions from subordinate employees	Reprimand	Suspension of 1 to 30 days	DISMISSAL
3. Violation of Reasonable Office Rules and Regulations	Reprimand	Suspension of 1 to 30 days	DISMISSAL
4. Habitual Tardiness	Reprimand	Suspension of 1 to 30 days	DISMISSAL
5. Gambling Prohibited by Law	Reprimand	Suspension of 1 to 30 days	DISMISSAL

6. Refusal to Render Overtime Service	Reprimand	Suspension of 1 to 30 days	DISMISSAL
7. Disgraceful, Immoral or Dishonest Conduct Prior to Entering the Service	Reprimand	Suspension of 1 to 30 days	DISMISSAL
8. Borrowing Money by Superior Officers from Subordinates	Reprimand	Suspension of 1 to 30 days	DISMISSAL
9. Willful failure to pay just debts or willful failure to pay taxes due to the government  The term “just debts” shall apply only to: a. Claims adjudicated by a court of law, or b. Claims the existence and justness of which are admitted by the debtor	Reprimand	Suspension of 1 to 30 days	DISMISSAL
10. Lobbying for personal interest or gain in legislative halls and offices without authority	Reprimand	Suspension of 1 to 30 days	DISMISSAL
11. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is no prior authority	Reprimand	Suspension of 1 to 30 days	DISMISSAL
12. Failure to act promptly on letters and request within 15 working days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees	Reprimand	Suspension of 1 to 30 days	DISMISSAL
13. Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees	Reprimand	Suspension of 1 to 30 days	DISMISSAL
14. Failure to attend to anyone who wants to avail himself/herself of the services of the office, or act promptly and expeditiously on public transactions	Reprimand	Suspension of 1 to 30 days	DISMISSAL
15. Engaging in private practice of one’s profession unless authorized by Constitution, law or regulation or the head of the office where the employee or official is assigned, and provided that such practice will not conflict with one’s official functions	Reprimand	Suspension of 1 to 30 days	DISMISSAL
16. Pursuit of private business, vocation or profession without the permission required by	Reprimand	Suspension of 1 to 30 days	DISMISSAL

Civil Service rules and regulations			
OTHER SPECIFIC OFFENSES			
OFFENSE OF SEXUAL HARASSMENT	GRAVE OFFENSE		
a. Unwanted touching of private parts of the body	DISMISSAL		
b. Sexual assault	DISMISSAL		
c. Malicious touching	DISMISSAL		
d. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance	DISMISSAL		
e. Other analogous cases <i>(please see Less Grave Offenses and Light Offenses for others, 2017 RACCS)</i>	DISMISSAL		
VIOLATIONS OF REPUBLIC ACT NO. 9485 or ANTI-RED TAPE ACT OF 2007			
GRAVE OFFENSE: Fixing and/or collusion with fixers in consideration of economic and/or other gain or advantage	DISMISSAL AND PERPETUAL DISQUALIFICATION FROM PUBLIC SERVICE		
LIGHT OFFENSES: A. Refusal to accept application and/or request within the prescribed period or any document being submitted by a client B. Failure to act on an application and/or request or failure to refer back to the client a request which cannot be acted upon due to lack of requirements within the prescribed period C. Failure to attend to clients who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break D. Failure to render frontline services within the prescribed period on any application and/or request without due cause E. Failure to give the client a written notice on the disapproval of an application or request F. Imposition of additional irrelevant requirements other than those listed in the first notice	<b>First Offense:</b> 30 days suspension without pay and mandatory attendance in Values Orientation Program  <b>Second Offense:</b> 3 months suspension without pay  <b>Third Offense:</b> Dismissal and perpetual disqualification from public service		

5.4 TERMINATION OF EMPLOYMENT

To ensure the security of tenure for employees governed by the Civil Service Commission and other related laws, no employee shall be dismissed without just cause and due process. While the Municipal Government strives to develop and retain its employees, it also acknowledges that termination of employment may occur due to evolving business conditions, government regulations, and other authorized causes specified by law.

### **TERMINATION FOR JUST CAUSE**

1. An employee's services may be terminated for just cause under the following circumstances, to wit:
  - a. Serious misconduct or willful disobedience by an employee of the lawful orders of his superior in connection with his/her work
  - b. Gross and habitual neglect of his/her duties
  - c. Fraud or willful breach of trust reposed in him/her by his superiors.
  - d. Commission of a crime or offense by an employee against his superior, or any immediate member of his family or his duly authorized representative
  - e. Other causes under the Omnibus Rules of the Civil Service Commission and causes analogous to the foregoing.

*An employee terminated for just cause shall not be entitled to separation benefits and other emoluments.*

The services of an employee may be terminated when he/she suffers from an illness and his continued employment is prohibited by law or is prejudicial to his health or to the health of his fellow employees. A certification shall be issued by the Municipal Health Officer that an employee's illness is of such nature and stage that it cannot be cured within six (6) months even with proper medical treatment.

When a disease results to an employee's total physical disability, he/she shall be entitled to permanent disability benefits and Government Service Insurance System (GSIS) life insurance shall be paid to the employee provided he/she qualifies for entitlement.

A resigning employee whose resignation has been duly accepted and approved, and who complies with the organization's requirements, shall be entitled to cash conversion of their accrued sick and vacation leave credits. Additionally, they will receive pro-rated 13-month pay and other monetary benefits that may be due to them at the time of separation.

Resigning rank-and-file employees must inform their respective Heads of Offices 15 days before their resignation becomes effective. In contrast, managerial, supervisory, professional, and technical employees are required to submit a written notice 30 days in advance to facilitate a smooth transition.

## **5.5 DROPPING FROM THE ROLLS**

Drop from the rolls in the context of the Civil Service Commission (CSC) means the termination of a government employee's employment due to prolonged unauthorized absences, usually considered "absence without official leave (AWOL)," where they have been continuously absent from work for at least 30 working days without approved leave, resulting in their automatic removal from the government payroll without prior notice.

### ***Non-disciplinary action:***

While it is a form of separation from service, "dropping from the rolls" is generally considered a non-disciplinary action, meaning it does not usually

involve formal charges or penalties, but is primarily due to the employee's failure to report to work without proper authorization.

***Grounds for dropping:***

- Continuous absence without approved leave for 30 working days or more
- Inability to perform job duties due to prolonged illness or mental incapacity

***Procedure:***

- The employing agency is required to document the employee's absences and issue a notice informing them of potential "dropping from the rolls" action if they continue to be absent without leave.
- Once the 30-day period of unauthorized absence is reached, the employee is automatically considered "dropped from the rolls".

# **SECTION 6**

## **COMPENSATION AND BENEFITS**



6.1 THE COMPENSATION PLAN

The Compensation Plan under RA No. 6758 The Compensation and Position Classification Act, is an orderly scheme for determining rates of compensation of government personnel. The CP has a mix of compensation components, namely; basic pay or salaries, fringe benefits, incentives and non-financial rewards which provide reasonable levels of compensation packages within existing government resources, and are administered equitably and fairly.

**Basic Pay** - This is the primary cash compensation for work performed, excluding any other payments, allowances and fringe benefits.

**Salary** - This refers to the basic pay for work performed by an employee paid on a monthly basis.

**Wage** – This refers to the basic pay for work performed by an employee paid on a daily or hourly basis.

**Fringe Benefits** - These refer to cash compensation benefits given to an employee to supplement the basic pay. These include cash allowances, bonuses, premium payments, etc.

6.2 PERSONNEL ECONOMIC RELIEF ALLOWANCE (PERA)

The personnel economic relief allowance (PERA) is granted to government personnel stationed in the Philippines in order to supplement their salaries due to the rising cost of living. The PERA is paid to government employees who work full-time, including leaves of absence with pay.

6.3 CLOTHING ALLOWANCE

The Uniform/Clothing Allowance (U/CA) is a benefit that government employees in the Philippines receive to cover the cost of uniforms or clothing.

**ELIGIBILITY:**

- Employees who are expected to work at least six months in a fiscal year, including leaves of absence
- Employees who are required to wear a uniform for their job, such as security guards, police, and medical staff
- Newly hired employees may receive the U/CA after six months of service, or in the next grant, whichever is later

6.4 MEDICAL ALLOWANCE

The Department of Budget and Management (DBM) has unveiled the 2025 medical allowance for government employees, allocating an annual sum of P7,000 to each qualified worker for healthcare-related expenses.

6.5 MID-YEAR BONUS

*(Section 5 of the DBM Budget Circular No.2017-2)*

Entitled personnel shall receive a mid-year bonus equivalent to one month’s basic pay, not earlier than May 15 of the current year, subject to the following conditions:

- 1. Personnel has rendered a total or aggregate of four (4) months of service from July 1 of the preceding year to May 15 of the current year
- 2. Personnel remains to be in the government service as of May 15 of the current year
- 3. Personnel has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total or aggregate service under item 1.

**6.6 YEAR-END BONUS AND CASH GIFT**

The Year-End Bonus and Cash Gift are year-end premiums for government personnel who have provided satisfactory and dedicated service. These are collectively known as the Year-end Benefit (YEB), which is authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441. The grant of these benefits is authorized by the relevant general provision in the annual General Appropriations Act (GAA).

**6.7 PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)**

The Productivity Enhancement Incentive (PEI) is a cash bonus given to qualified government employees in the Philippines. The bonus is intended to improve employee productivity.

The PEI is usually paid out on or after December 15 of each year.

**6.8 SERVICE RECOGNITION INCENTIVE (SRI)**

The SRI is an incentive being given to government workers, in recognition of their unwavering commitment and dedication to continuously providing effective and efficient public service despite the challenges posed by various domestic and external factors.

Employees engaged without employer-employee relationship, and whose compensation are funded from non-PS appropriations are excluded from the grant of SRI. These include consultants and experts engaged for a limited period to perform specific activities or services with expected outputs; laborers engaged through job contracts and paid on piecework basis; student workers and apprentices; and individuals engaged through job orders, contracts of service and other similar arrangements.

**6.9 PERFORMANCE-BASED BONUS**

PBB stands for Performance-Based Bonus, which is a reward given to government employees in the Philippines for their performance. It's a part of the Results-Based Performance Management System (RBPMS).

The PBB is not automatically released upon meeting performance targets. It is only given to qualified government agencies and their employees.

**6.10 STEP INCREMENT**

A step increment is a salary increase for government employees that occurs when they move up a step within their salary grade. Step increments are granted to government employees based on their length of service and performance.

A one (1) step increment shall be granted to officials and employees for every 3 years of continuous satisfactory service in their present positions. Heads of agencies shall notify the officials and employees entitled to the benefit.

***Eligibility:***

- Government employees who are permanently appointed are eligible for step increments
- Employees must have provided continuous satisfactory service in their current position for three years

**6.11 TERMINAL LEAVE BENEFIT**

Terminal leave for government employees refers to the payment received by a government worker when they retire, resign, or are separated from service, allowing them to be compensated for their accumulated unused leave credits at the time of departure, typically calculated based on their highest monthly salary during their employment period; this benefit is only accessible upon leaving government service.

***Eligibility:***

- Only government employees who are retiring, resigning, or otherwise separating from service are eligible to claim terminal leave benefits.

**6.12 MONETIZATION OF LEAVE CREDITS**

Monetization of leave credits for government employees in the Philippines is the process of converting accumulated vacation and sick leave credits into cash. This can be done by employees who have accumulated a certain number of leave credits and meet certain eligibility requirements.

**6.13 STATUTORY BENEFITS**

***A. MATERNITY LEAVE (RA 11210)***

Female government employees are entitled to 105 days of paid maternity leave under Republic Act (RA) 11210, also known as the Expanded Maternity Leave Act.

- Maternity leave is counted from the date of childbirth, including weekends and holidays.
- In case of miscarriage or emergency termination of pregnancy, the maternity leave shall be for sixty (60) days with full pay.

- Employees must give at least 45 days' written notice to their agency before the end of their maternity leave, unless there is a medical emergency.

**B. PATERNITY LEAVE (RA 8187)**

Paternity leave is granted to all married male employees, providing them with seven (7) calendar days of paid leave. This leave can be taken continuously or intermittently, either before, during, or after childbirth or miscarriage. The employee must avail of this leave not later than sixty (60) days after the child's delivery. The leave benefit applies to the first four (4) deliveries of the employee's lawful wife. The primary objective of this benefit is to enable the husband to provide support to his wife during her recovery period and assist her in nursing their newborn child.

**C. PARENTAL LEAVE FOR SOLO PARENTS (RA 11861)**

The Expanded Solo Parents Welfare Act of 2022 (RA 11861) grants solo parents in the Philippines seven days of paid parental leave per year. This leave is in addition to other leave benefits and company policies.

**D. LEAVE FOR VICTIMS OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC – RA 9262)**

The Anti-Violence Against Women and Their Children (VAWC) Act of 2004 (Republic Act No. 9262) provides female government employees with up to 10 days of paid leave if they are victims of violence. This leave is also known as Battered Woman Leave or VAWC Leave.

**Application:**

- Complete a leave form citing RA No. 9262
- Provide supporting documents, such as a medical certificate, police report, or protection order
- Immediate supervisor may consider a police report and medical certificate if the BPO/TPO/PPO is not available

**E. SPECIAL LEAVE MAGNA CARTA FOR WOMEN (RA 9710)**

Any female employee regardless of age and civil status shall be entitled to a special leave pertaining to gynecological disorder that would require surgical procedures as certified by a competent physician.

The employee is entitled to special leave benefit of two (2) months with full pay based on her gross monthly compensation. The special leave shall be granted to the qualified employee after she has undergone surgery without prejudice to an employer allowing an employee to receive her pay before or during the surgery. The female employee should file the leave with medical certificate.

**6.15 GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)**

The GSIS aims to provide assistance and lifelong protection to government employees, their families, beneficiaries, or heirs in the event of unforeseen circumstances like retirement, disability, or death.

Membership in the GSIS shall be compulsory for all employees, except contractual employees who have no employee-employer relationship with their agencies.

**6.16 HOME DEVELOPMENT MUTUAL FUND (HDMF) / PAG-IBIG**

The HDMF covers all SSS and GSIS members earning P4,000 and above monthly. It aims to provide its members with adequate housing through saving program. Pag-IBIG offers savings, short term loan, housing loan, calamity loan and livelihood loan.

The amount of benefits a member receives depends on their accumulated savings.

**6.17 PHILIPPINE HEALTH INSURANCE CORPORATION**

PhilHealth is the Philippine Health Insurance Corporation, a government-owned corporation that provides health insurance to all Filipinos. The National Health Insurance (NHI) Act of 1995 established PhilHealth. PhilHealth provides a variety of healthcare benefits to government employees, including inpatient and outpatient care, maternity benefits, and mental health services.

PhilHealth's benefit package includes Subsidies for room and board, Drugs and medicines, Laboratory exams, Use of operating room, and Complex and professional fees for confinements of not less than 24 hours.

***Eligibility:***

To be eligible for PhilHealth benefits, members must have paid at least nine months of premium contributions within the previous 12 months.

**6.18 LEAVE BENEFITS**

*(CSC Resolution No. 98-3142, s. 1998)*

In general, local elective officials and employees who render work during the prescribed office hours, shall be entitled to fifteen (15) days of vacation and fifteen (15) days of sick leave annually with full pay, exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they accumulate.

An official or employee with pending administrative case/s is not barred from availing their leave privileges.

***TYPES OF LEAVE:***

**1. VACATION LEAVE**

Government employees are entitled to 15 days of vacation leave per year.

This is granted to employees for personal reasons, the approval of which is contingent upon the necessities of the service. The application should be submitted five (5) days in advance of the effective date of such leave. Application not acted up by immediate supervisor is deemed approved after 5 working days.

## **2. SICK LEAVE**

Government employees are entitled to 15 days of sick leave per year.

This is granted in case of an employee's or their immediate family member's sickness or disability. Employees must submit a sick leave application upon their return to work. Applications filed in advance or exceeding five (5) days must be accompanied by a medical certificate.

## **3. SPECIAL LEAVE PRIVILEGES**

Special leave privileges are a type of leave of absence that government employees in the Philippines can take in addition to their mandatory leaves. These leaves can be used for personal reasons, such as birthdays, weddings, and family obligations.

Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for a maximum of three days in given year. Special leave privilege is non-cumulative and strictly non-convertible to cash.

Employees must submit an application for special leave privileges at least one week before they intend to use them, except in emergencies.

## **4. MANDATORY/FORCED LEAVE**

Employees with ten (10) days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually.

Forced leave shall be forfeited if not taken during the year. However, if the scheduled leave has been cancelled in the exigency of the service by the head of office, the leave shall no longer be deducted from the total accumulated vacation leave.

Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, employees with accumulated vacation leave of fifteen (15) days who availed of monetization for ten (10) days resulting in five (5) days' vacation leave shall still be required to go on forced leave.

## **5. STUDY LEAVE**

The study leave is time off from work not exceeding six (6) months with pay for qualified officials and employees help them prepare for

their bar or board examinations or complete their master's degree. For completion of the master's degree, the study leave shall not exceed four (4) months.

STUDY LEAVE	
PERIOD	SERVICE OBLIGATION
One (1) month three (3) months	Two (2) years
More than three (3) months to six (6) months	Three (3) years

\*Service obligation refers to the period of time a government employee must continue working for their agency after completing their studies on a study leave

**6.19 RETIREMENT BENEFITS (RA 8291)**

***Eligibility Criteria:***

- 1. You must have rendered at least 15 years of service and must be at least 60 years old upon retirement; and
- 2. You must not be permanent total disability pensioner.

*OPTION 1: Lump sum and Old-Age Pension*

The lump sum equivalent to Sixty (60) months of the Basic Monthly Pension (BMP) payable at the time of retirement plus an old-age pension benefit equal to the basic monthly pension payable for life, starting upon the expiration of the five-years covered by the lump sum

*OPTION 2: Cash Payment and Immediate Old-Age Pension:*

A cash payment equivalent to Eighteen (18) times his/her basic monthly pension plus monthly pension for life payable immediately

# **SECTION 7**

## **RECRUITMENT, SELECTION AND PLACEMENT**



## **7.1 RECRUITMENT, SELECTION AND PLACEMENT**

The government's selection process for employees is merit-based and fitness-oriented, ensuring equal employment opportunity for all qualified applicants regardless of gender. This principle applies to all levels of positions within the agency, if applicants meet the minimum requirements for the specific role.

## **7.2 APPLICATION PROPER**

The Municipal Government, through the HRMO/CAO, will implement the following procedures for applicants seeking permanent positions, as aligned with the updated process flow chart:

1. Applicants will submit their application requirements during the prescribed application period.
2. The HRMO/CAO will compile a comparative data set for all applicants, including their educational background, work experience, training, and other qualifications.
3. Based on the comparative data, applicants will be ranked, and those in the top ten will proceed to the next steps of the recruitment process.
4. The screening process will include:
  - Pre-evaluation of applications: Qualified applicants will be notified and scheduled for written examinations.
  - Written examination and orientation: Applicants will undergo orientation and take a written exam.
  - Interviews: The top applicants will be scheduled for interviews, including: An initial interview, Technical and/or psychological testing.
  - Final panel interview by the Human Resource Merit Promotion & Selection Board (HRMPSB) including the concerned Department Head.
5. The HRMO/CAO will prepare a comparative report and screening results for the top applicants for vacant permanent positions.
6. The Human Resource Merit Promotion & Selection Board (HRMPSB) will review the Final List of Applicants, as prepared by the HRMO/CAO, based on the results of the recruitment process.

***Applicants for non-permanent positions, such as casuals, job orders, and contractual positions, will follow these procedures:***

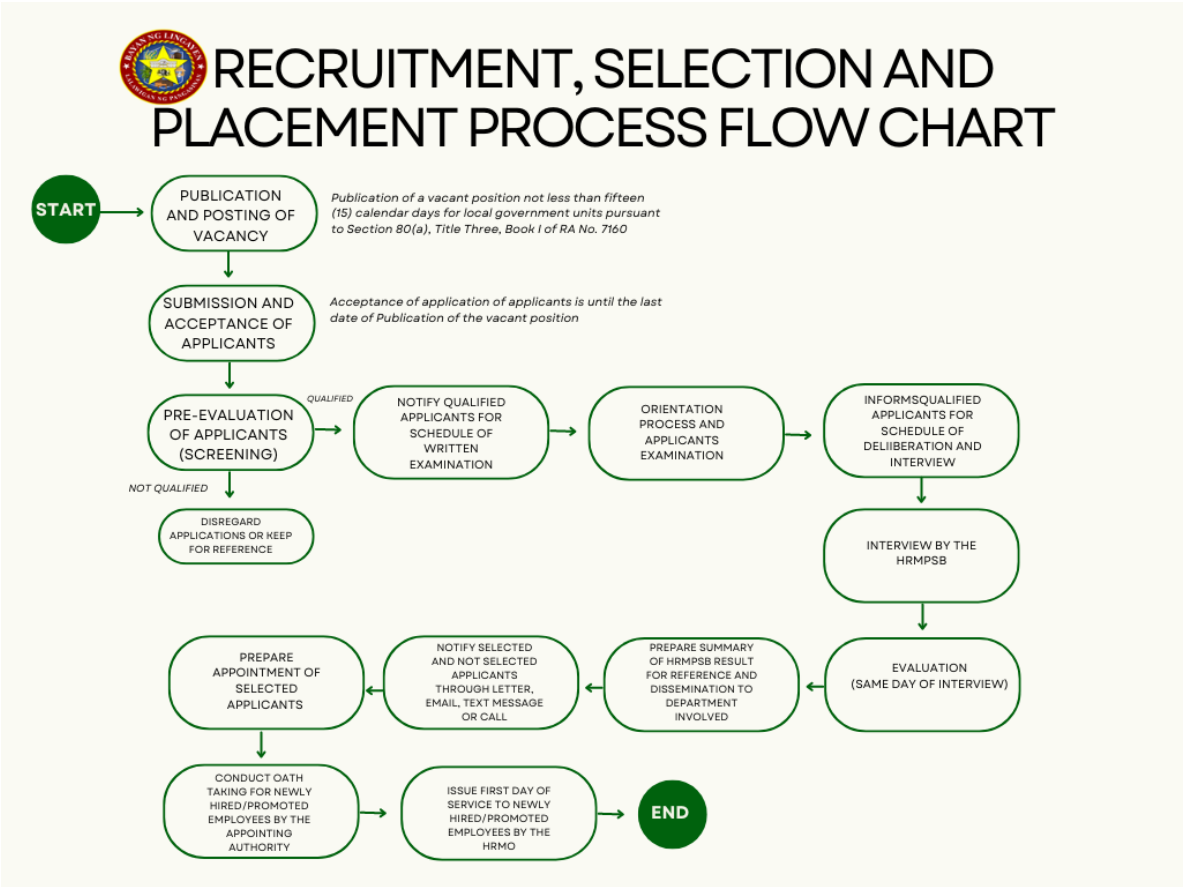
1. Applicants will submit their application requirements to the HRMO/CAO.
2. The HRMO/CAO will prepare a comparative data set of the applicants.
3. Applicants will be screened through an interview process conducted by the HRMO/CAO.

The evaluation will assess the applicant's behavioral and motivational fitness, as well as their ability to perform the job or function assigned to them.

The HRMO/CAO will develop, implement, and interpret an evaluation tool to gather data from Office Chiefs on the effectiveness of the recruitment system.

These data will serve as a baseline for identifying strengths and weaknesses in the recruitment process and ensuring continuous improvement.

The recruitment process will be reviewed and updated every three years to ensure alignment with best practices and government regulations.



7.3 PRE-QUALIFYING CRITERIA

The EETE and the performance ratings are the basic criteria that will determine whether an applicant will proceed to the actual assessment.

EETE stands for Education, Experience, Training and Eligibility which the applicant must initially meet. Below are the elements to be considered in the evaluation of the EETE:

7.4 ASESSMENT CRITERA

The Assessment Criteria for all levels of positions, either supervisory, technical, administrative support and skills, trades and crafts are as follows:

Criteria	Weight Allocation	Assessment Strategies <i>(to include a combination of the following strategies)</i>
Job Analysis	45 points	<ul style="list-style-type: none"><li>INTERVIEW 35 POINTS</li><li>POSSESSES KNOWLEDGE ABOUT THE POSITION &amp; CAREER FIELD 10 POINTS</li></ul>
Competency	35 points	<ul style="list-style-type: none"><li>Experience in Government Service 15 points</li><li>Trainings/Seminars attended 10 points</li><li>Awards &amp; Recognition 10 points</li></ul>

Educational Attainment	10 points	<ul style="list-style-type: none"><li>• Doctorate Degree 10 points</li><li>• Master’s Degree 8 points</li><li>• Bachelor’s Degree 6 points</li><li>• Undergraduate (College Level) 4 points</li><li>• Vocational/Technical Education 2 points</li></ul>
Eligibility/Licenses	10 points	
Total	100%	

7.5 HUMAN RESOURCE MERIT PROMOTION SELECTION BOARD

Section 9, Rule VI of the Rules Implementing Book V of Executive Order 292 establishes a Selection/Promotion Board within each government department or agency. This board is responsible for evaluating and deciding on all applications for promotional appointments within their jurisdiction. The board must adhere to civil service laws and rules. Essentially, this rule outlines the process for employee promotions within government agencies under the Administrative Code of 1987 (EO 292).

*The following are the composition of the HRMPSB:*

1. For First and Second Level Positions:

a. Chairperson

- The Local Chief Executive or his/her authorized representative

- The Vice Mayor or his/her authorized representative if the vacant position is in his/her Office or in the Office of the Sanggunian

b. Members:

1. Head of the organizational unit where the vacancy exists or his/her designated alternate.

2. Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her authorized designated alternate.

3. One (1) Representative of Sangguniang Bayan Member
2. For Executive/Managerial Positions:

a. Chairperson

- The Local Chief Executive or his/her authorized representative

- The Vice Mayor or his/her authorized representative if the vacant position is in his/her Office or in the Office of the Sanggunian

b. Members:

- Two (2) Department Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates.

- Lingayen Municipal Employees Union President

- One (1) Representative of Sangguniang Bayan Member

The HRMO Staff shall act as the secretariat for the HRMPSB of first, second and executive/managerial levels.

# SECTION 8

## PERFORMANCE MANAGEMENT

## **8.1 STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)**

The Municipal government of Lingayen encourages its employees to strive for excellence and exceed job expectations. They are tasked with delivering exceptional individual and team efforts to achieve the province's goals and develop an equitable rewards and incentives program. This will foster a healthy, motivated, and high-spirited workforce.

The Strategic Performance Management System (SPMS) is a crucial tool for evaluating individual employee performance within the framework of the agency's operational activities and goals, aligned with its vision and mission and core values. It is specifically designed to achieve strategic objectives that govern the organization's structure and operations.

## **8.2 FOUR-STAGE PMS**

### ***A. Performance Planning and Commitment***

This is done at the start of the performance period where Department Managers meet with their supervisors and staff and agree on the outputs that should be accomplished for the office which are derived from the goals/objectives of the Municipality of Lingayen.

*Office Performance Commitment and Review (OPCR)* – the principal document used to evaluate the commitments and performance of Department Managers / Section Chiefs / Unit Heads in accordance with the office strategic plan.

*Individual Performance Commitment and Review (IPCR)* – the performance management tool required to be submitted by an employee every semester. It contains his / her commitments to the attainment of office goals and objectives and accomplishments at the end of the rating period.

In setting work targets, the office shall observe the cut-off date of every 15th of June for first semester and every 15th of December for 2nd semesters.

### ***B. Performance Monitoring and Coaching***

During this phase, the raters (Department Managers and Section Heads) monitor employee work activities and the progress of work outputs. They are expected to identify factors that impact effective work performance positively or negatively, and to develop tracking tools or monitoring strategies as necessary.

At this stage, Department Managers should actively implement this management development intervention to enhance the potential of every employee under their supervision. Supervisors shall regularly assess the

progress and quality of work output within the Office/Division/Section/Individual employee.

C. Performance Review and Evaluation

This phase aims to evaluate the performance levels of both the office and individual employees against established performance targets and metrics outlined in the Office and Individual Performance Contracts (OPCR and IPCR). The rater objectively identifies discrepancies between actual performance and desired outcomes.

The submissions for evaluation/validation should be forwarded to the Municipal Planning & Development Office every 15th of January (as per the calendar).

D. Performance Rewarding and Development Planning

In this process, the Department Managers and Supervisors will engage in discussions with individual employees to assess strengths, performance gaps related to competencies, and opportunities to address these gaps. Additionally, career paths and alternative options will be explored during these discussions.

8.3 SPMS RATING SCALE

Rating		Description
Numerical	Adjectival	
5	Outstanding	Performance represents an extraordinary level of achievement and committed in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4-4.99	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3-3.99	Satisfactory	Performance meets expectations in terms of the quality of work, efficiency, and timeliness. The most critical annual goals were meet.
2-2.99	Unsatisfactory	Performance failed to meet expectations, and/or one or more most critical goals were not met.
1-1.99	Poor	Performance was consistently fell below expectations, and/or reasonable progress toward critical goals was not made. Significant improvements are needed in one or more important areas.

# SECTION 9

## LEARNING AND DEVELOPMENT

## **9.1 POLICY ON LEARNING & DEVELOPMENT**

The Municipality of Lingayen acknowledges the significance of promoting both personal and professional growth among its employees. This is achieved through active involvement in various training and development initiatives, which are planned by the Local Government Unit (LGU) based on Training-Need Assessments provided by Department Heads and Section Chiefs. The knowledge, skills, and values gained from these trainings contribute to the comprehensive professional development of employees, improving service quality and enhancing organizational effectiveness in delivering public services, in line with our core values.

## **9.2 EMPLOYEE LEARNING AND DEVELOPMENT PROGRAMS**

### *1. Orientation Program for New Entrants*

The HRMO will conduct a one-day orientation program for new employees as part of the Lingayen Onboarding of New Employees (LONE). This program aims to foster pride, belonging, and commitment to public service among new government employees. It will provide information about the LGU Lingayen programs, goals, operations, as well as employees' duties, responsibilities, and benefits. Additionally, it is designed to enhance competency, efficiency, and professionalism in public service for new employees.

### *2. CSC Alay sa Bayan (ALAB) Program*

Attendance to this program shall be required to new entrants in the government service belonging to the first and second level positions.

### *3. Values Development Program for New Entrants*

New entrants shall attend courses designed at enhancing and harnessing their public service values to make them effective government workers.

### *4. Re-orientation Programs*

Courses to introduce new duties and responsibilities, new policies and programs shall be designed to employees who have in the service for quite some time.

### *5. Basic Skills Trainings*

Personnel in the first level of the career service shall go through trainings aimed at maintaining a high level of competence on basic workplace skills.

### *6. Professional/ Technical/ Scientific Programs*

Personnel in the second level of the career service shall undergo substantive and specific professional/technical/scientific programs for the enhancement of their skills and knowledge.

### *7. Middle Management Development Programs/Supervisory Development Courses*

In preparation for greater responsibilities, there shall be resource interventions



and training courses designed to provide division chiefs and other officials of comparable rank with management and administrative skills.

#### *8. Basic Supervisory Training*

This training program is designed to equip newly appointed or promoted supervisors with the essential skills and knowledge required for effective leadership and management. It covers topics such as communication, team building, conflict resolution, and performance management, aiming to develop competent and confident supervisors who can effectively lead their teams.

#### *9. Work Versatility Training*

Focuses on enhancing employees' ability to adapt to various tasks and responsibilities within the organization. This program aims to build flexibility, improve problem-solving skills, and encourage a proactive approach to changes and challenges in the workplace. It prepares employees to handle multiple roles and functions efficiently.

#### *10. Technical Skills Training*

Aimed at improving employees' proficiency in specific technical areas relevant to their roles. This training includes hands-on sessions, workshops, and practical applications to enhance technical expertise, ensuring that employees are well-equipped to perform their tasks with accuracy and efficiency. It covers areas such as information technology, engineering, finance, and other specialized fields.

#### *11. Health and Wellness Programs*

Aimed to promote the overall well-being of employees through a variety of initiatives. These programs include regular health screenings, fitness classes, mental health workshops, and wellness seminars. The goal is to foster a healthy work environment where employees can thrive physically, mentally, and emotionally. By encouraging healthy habits and providing resources for stress management, the Municipality of Lingayen ensures its workforce remains energetic and productive.

#### *12. Employee Team Building*

The Employee Team Building program is aimed at strengthening relationships among employees through collaborative activities and exercises. These events encourage teamwork, communication, and problem-solving skills, fostering a sense of unity and cooperation within the workforce. Team building activities range from workshops and retreats to fun, interactive challenges that build trust and camaraderie. By participating in these activities, employees can enhance their interpersonal skills and develop a stronger connection to their colleagues and the organization.

#### *13. Annual Sports Activity*

The Annual Sports Fest is a much-anticipated event aimed at promoting physical fitness, healthy competition, and community spirit among employees. This event features a variety of sports and recreational activities, such as basketball, volleyball, badminton, chess, track and field and more. Employees from different

departments form teams and compete in a friendly and spirited environment. The Sports Fest not only encourages a healthy lifestyle but also strengthens the bonds between employees, fostering a sense of pride and belonging within the Municipality of Lingayen.

### **9.3 OTHER HR DEVELOPMENT INTERVENTIONS**

#### *1. On-the-Job Training*

Employees will undergo informal training that exposes them to the responsibilities of a specific position. This hands-on approach involves actual work methods, problem-solving, and solutions, allowing employees to develop proficiency in real work situations. This training is also beneficial for career succession planning.

#### *2. Job Rotation Program*

This program will be established to develop and enhance the potential of individuals within the organization. It will expose employees to various work functions within the LGU Lingayen, broadening their learning opportunities and preparing them for future career paths.

#### *3. Designation/Reassignment*

Outstanding performers in entry-level positions will be assigned to different offices within the LGU Lingayen for further exposure and development.

#### *4. Coaching/Mentoring Program*

Supervisors will assist employees in improving their performance by providing technical advice and suggestions related to their work. This program aims to build employees' skills and foster teamwork between employees and their supervisors.

#### *5. Counseling Program*

Supervisors will support employees in managing job-related problems through a corrective approach. This program helps employees overcome issues that affect job performance, facilitating voluntary changes to maintain high efficiency at work.

#### *6. Focused Group Discussions (FGD)*

FDs will be conducted to gather diverse perspectives and rich, contextual data. This data will be used to inform decision-making, project development, and policy formulation, helping the organization make informed decisions and develop more effective strategies.

# **SECTION 10**

## **REWARDS & RECOGNITION**

## **10.1 POLICY ON REWARDS AND RECOGNITION**

In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, the Municipality Government of Lingayen is mandated to adopt the Program on Awards and Incentives for Service Excellence (PRAISE).

The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations or for other extraordinary acts or service in the public interests.

## **10.2 DEPARTMENT OR AGENCY LEVEL AWARDS**

The LGU shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

- **MOST OUTSTANDING 2<sup>nd</sup> LEVEL EMPLOYEE**  
Selecting the “Most Outstanding 2nd Level Employee” in a local government unit (LGU) involves recognizing exceptional performance and contributions at a key operational level. The 2nd level typically refers to employees who are supervisors or middle managers, directly involved in both leadership and operational tasks.
- **MOST OUTSTANDING 1<sup>st</sup> LEVEL EMPLOYEE**  
Selecting the “Most Outstanding 1st Level Employee” in a local government unit (LGU) involves recognizing exceptional performance among front-line staff and entry-level employees who are crucial to the day-to-day operations and service delivery.
- **MOST OUTSTANDING CASUAL EMPLOYEE**
- **MOST OUTSTANDING JOB ORDER EMPLOYEE**
- **MOST OUTSTANDING UTILITY STAFF**
- **SPECIAL AWARD FOR OUTSTANDING EMPLOYEES/OFFICES**  
Outstanding departments or individuals who have excelled throughout the year will be honored during the LGU Lingayen Recognition Program. National, regional, or local awardees, whether recognized individually or as a team, will receive a plaque in acknowledgment of their exceptional contributions and achievements.
- **EMPLOYEE OF THE MONTH (PERMANENT/CASUAL CATEGORY)**
- **EMPLOYEE OF THE MONTH (JOB ORDER CATEGORY)**
- **UTILITY STAFF OF THE MONTH**
- **7S OF GOOD HOUSE-KEEPING AWARD**  
Selecting the “7S OF GOOD HOUSE-KEEPING” in a local government unit (LGU) involves recognizing office/s whose physical areas of responsibility are well maintained and follow good office-keeping

practices as defined by the principles of 7S of good housekeeping, such as, Sort, Systematize, Shine, Standardize, Sustain, Safety, Security which have been consistently observed within the screening period. The PRAISE Committee will coordinate in determining the awardee/s for this category.

**10.3 PLANNED INCENTIVES AND RECOGNITION**

The LGU shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in the public service. As such the following types of incentives shall be regularly awarded:

**1. LOYALTY AWARD**

A Loyalty Award in a local government unit (LGU) is designed to recognize and honor employees who have demonstrated long-term commitment and dedication to their roles. This type of award typically focuses on recognizing employees who have achieved significant milestones in their service to the LGU.

**2. LENGTH OF SERVICE INCENTIVE**

Length of Service Award for Retirees in LGU Lingayen is a way to honor and recognize employees who have dedicated a significant portion of their careers to public service.

**3. PERFORMANCE BASED BONUS**

Given to officials and employees in accordance with their contribution to the accomplishment of the LGU’s overall targets and commitments to motivate their performance and greater accountability, this incentive shall follow relevant existing guidelines.

**4. CAREER AND SELF DEVELOPMENT INCENTIVE**

Granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one’s own expenses, a plaque of recognition may be given to qualified individuals.

**5. OTHER INCENTIVES**

The LGU’s PRAISE Committee may recommend based on special achievements, innovative approaches to assignments, exemplary service to the public, and recognition by an outside group of achievement.

10.4 PROCESS FLOW CHART: SELECTION OF OUTSTANDING EMPLOYEES

ACTIVITY	TIMELINE
Quarterly Meeting of PRAISE Committee	Quarterly Meeting
Call for Nominees for the Annual Year-End Recognition Program	First week of October
Period of Nomination and Submission of Documents	Second Week to Third Week of October
Conduct Validation and Interview of Official Nominees	First week of November
Deliberation and Final Assessment	Third week of November
Prepare Logistics for the Awarding Ceremony	Fourth week of November
Announcement of Finalists for the Awarding Ceremony	First week of December
LGU LINGAYEN RECOGNITION PROGRAM	Second week of December
Prepare Annual Report on rewards and Recognition Implementation	January of the following year

10.5 SELECTION COMMITTEE

*The Selection Committee will be composed of the following members:*

- Chairman – Municipal Mayor
- Vice Chairman – Municipal Administrator
- Members:
- Chief Administrative Officer (HRMO)
- Sangguniang Bayan Secretary
- Municipal Planning and Development Coordinator
- Municipal Employees Association of Lingayen President
- Secretariat: HRMO Staff