

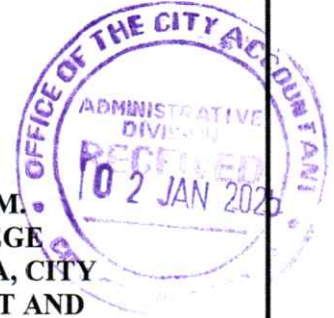


Republica de Filipinas  
Ciudad de Zamboanga

## OFICINA DEL ALCALDE

### BUDGET CIRCULAR NO. JD-2025-02

January 2, 2025



**TO :** THE CITY HEALTH OFFICER, OFFICER-IN-CHARGE -C.M. PARAGAS MEMORIAL COMMUNITY HOSPITAL, COLLEGE PRESIDENT - COLEGIO DE LA CIUDAD DE ZAMBOANGA, CITY VETERINARIAN, CITY TREASURER, CITY ACCOUNTANT AND CITY BUDGET OFFICER

**SUBJECT :** GUIDELINES ON THE GRANT OF HAZARD PAY TO ALL PUBLIC HEALTH WORKERS (PHWs) FOR FY 2025

#### 1.0 BACKGROUND

- 1.1 Under Section 35 of Republic Act (R.A.) No. 7305, "Magna Carta of Public Health Workers", approved on March 26, 1992, the Secretary of the Department of Health (DOH), is authorized to formulate and prepare the necessary rules and regulations to implement the provisions of the aforesaid Republic Act, after consultations with appropriate government agencies and professional and health workers' organizations or unions.
- 1.2 Joint Circular No. 1 s. 2016, dated July 15, 2016 was issued to amend DBM-DOH Joint Circular No. 1 s. 2012 regarding the rules and regulations on the grant of Compensation-Related Magna Carta Benefits to Public Health Workers (PHWs) in order to update and clarify certain guidelines on the grant of Magna Carta Benefits to PHWs.

#### 2.0 PURPOSE

- 2.1 To promulgate and prescribed the rules and regulations on the grant of Hazard Pay to all Public Health Workers of the Office of the City Health Officer, CM-Paragas Memorial Community Hospital, Colegio de la Ciudad de Zamboanga and the Office of the City Veterinarian in accordance with the provisions mandated under Republic Act (R.A.) No. 7305, **Magna Carta of Public Health Workers**.
- 2.2 To repeal certain provisions of DBM-DOH Joint Circular No. 01, dated November 29, 2012, particularly items 7.0 and 13.0 thereof on the rules on the grants of Hazard Pay and the rules on the grant of Salary Step Increment for completion of a Post Graduate Degree, respectively.

#### 3.0 COVERAGE

- 3.1 All officials and employees assigned in the Office of the City Health Officer and CM-Paragas Memorial Community Hospital holding regular and casual positions rendering services on full-time basis are entitled to receive the grant of Hazard Pay.





They are those who fall under the definition of **PHWs** in Section 3 of R.A. 7305, and **Certified as PHWs by the Secretary, DOH, or authorized representative.**

- 3.2 Personnel in the Office of the City Veterinarian who are considered Public Health Workers and fall under the definition of **PHWs** in Section 3 of R.A. 7305 **and certified as PHWs by the DOH Secretary, or authorized representative.**
- 3.3 Personnel in the Colegio de la Ciudad de Zamboanga who are considered Public Health Workers and fall under the definition of **PHWs** in Section 3 of R.A. 7305 **and certified as PHWs by the DOH Secretary, or authorized representative.**
- 3.4 Definition of terms:

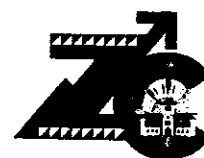
For purposes of this circular, "**Health Workers**" shall mean all persons who are engaged in health and health-related work, and all persons employed in all health infirmaries, health centers, rural health units, barangay health stations, clinics and other health-related establishments owned and operated by the city government and shall include medical, allied health professionals, administrative and support personnel employed regardless of their employment status.

#### **4.0 RULES AND REGULATIONS**

- 4.1 Hazard Pay is an additional compensation for performing hazardous duties and for enduring physical hardships in the course of the performance of duties.

*As a general compensation policy, and in line with Section 21 of RA No. 7305, Hazard Pay may be granted to PHWs if the nature of their duties and responsibilities, their actual services, and location of work expose them to great danger, occupational risks, perils to life, and physical hardships, as determined by the Secretary of Health, or by the Head of the Agency or the Local Chief Executive, with the approval of the Secretary of Health.*

- 4.2 Pursuant thereto, Hazard Pay may be granted to PHWs exposed to danger, perils to life and physical hardships in the following areas and circumstances:
  - 4.2.1 Specific work areas in hospitals, sanitaria, leprosaria and infirmaries such as patient wards, intensive care units, operating rooms, out-patient departments, and other medical departments where PHWs are in contact with patients with contagious and communicable diseases and handles hospitals paraphernalia used by patients such as linen, food, utensils, bedpan, etc.;
  - 4.2.2 Specific work areas in City Health Offices, and health centers where PHWs are exposed to out-patients with contagious and communicable diseases;





- 4.2.3 Radiation-exposed areas such as laboratories and service workshops that involve operation or maintenance of radiation-emitting equipment and handling of radioactive and toxic substances;
- 4.2.4 Chemical and medical laboratories where personnel receive and directly handle infectious specimens or materials, or conduct inspection and regulatory functions;
- 4.2.5 Drug abuse drop-in centers or rehabilitation centers where exposure to bodily harm and risks from drug-crazed patients exist;
- 4.2.6 Work areas where rescue operations/evacuations are carried out due to calamities and health emergencies;
- 4.2.7 Highly disease-infected and vector-infested areas;
- 4.2.8 Work areas involving handling and/or spraying of insecticides, molluscicides, pesticides and other hazardous chemicals;
- 4.2.9 Work areas involving direct handling of laboratory animals for purposes of experimentation, research, observation and the like; and
- 4.2.10 Work areas in health offices where PHWs are exposed to occupational risks, perils to life or physical hardships while performing administrative support services.
- 4.3 The rates of Hazard Pay per month of PHWs exposed to any of the above-mentioned risks shall be as follows:

<b>Salary Grade</b>	<b>Hazard Pay (% of Monthly Basic Salary)</b>
19 and below	25%
20	15%
21	13%
22	12%
23	11%
24-25	10%
26	9%
27	8%
28	7%
29-30	6%
31	5%

- 4.4 The Hazard Pay of officials and employees who are on detail with another agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency;





- 4.5 Hazard Pay of officials and employees who are on detail with another health offices shall be paid by their mother unit;
- 4.6 Officials and employees who are under any, a combination, or all of the following instances for at least eleven (11) working days in a month shall not be entitled to Hazard Pay:
- 4.6.1 On vacation or sick leave with or without pay;
  - 4.6.2 On full time attendance in a training, seminar, scholarship grant, or any other similar activity;
  - 4.6.3 While availing of other leave privileges such as:
    - a. Maternity Leave;
    - b. Paternity Leave;
    - c. Special Leave Privilege;
    - d. Parental Leave for Solo Parents;
    - e. Special Leave Benefits for Women;
    - f. Rehabilitation Leave; and
    - g. Study Leave.

#### **5.0 SALARY STEP INCREMENT FOR COMPLETION OF A POST GRADUATE DEGREE**

A new set of rules on the grant of Salary Step Increment for Completion of a Post Graduate Degree is hereby adopted:

- 5.1 In line with Section 34(b) of R.A. No. 7305, a PHW who holds a position in the agency plantilla of regular positions and who completes a master's or doctoral degree related to the performance of the duties and responsibilities of his/her position after at least two (2) years of service as PHW, may be entitled to one (1) step increase to be integrated into the basic salary, in recognition of his/her efforts towards professional advancement.
- 5.2 The grant of such one (1) salary step increment shall not be more often than every two (2) years. It shall be based on the salary grade allocation of the position in the applicable salary schedule for the NGA, GOCC, or LGU concerned. In case the salary of the PHW is already at step 8 or the last step of the salary schedule, the adjustment of one step increment shall apply once the PHW is promoted to a position with higher salary grade, in which case, the salary shall be at step 2 of the corresponding salary grade.





## 6.0 FUNDING SOURCE

Payment of Hazard Pay under Magna Carta benefits shall be charged to Account Hazard Pay (5-01-02-110) of their respective offices.

## 7.0 RESPONSIBILITIES OF THE DEPARTMENT HEADS

7.1 Heads of Department as well as the Officer In-Charge shall be held responsible for the proper implementation of the provisions of this circular.

7.2 They shall be held liable for any grant or payment of Hazard Pay that is not in accordance with the provisions set forth in this Circular without prejudice, however, to the refund of any undue payment received by the PHW concerned.

## 8.0 SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution, through the City Mayor.

## 9.0 EFFECTIVITY

This Circular shall take effect on **January 2, 2025**.

  
**JOHN M. DALIPE**  
City Mayor ↓

