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BUDGET CIRCULAR NO. JD – 2025 -03

January 2, 2025,

**TO : THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER,
THE CITY TREASURER, CITY ACCOUNTANT, CITY BUDGET
OFFICER AND ALL OTHERS CONCERNED**

**SUBJECT : GRANT OF HAZARD PAY TO ALL OFFICIALS AND EMPLOYEES
OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE
FOR FY 2025.**

1.0 PURPOSE

This Circular is promulgated to prescribe the guidelines and regulations for the implementation of Hazard Pay in accordance with the Implementing Rules and Regulations (IRR) of Republic Act No. 9433, otherwise known as the “Magna Carta for Public Social Workers”, and Joint Circular No. 1, s. 2018, dated December 1, 2018 in order to facilitate the compliance therewith and to achieve the objectives thereof.

2.0 COVERAGE

2.1 Permanent officials and employees assigned in the following areas:

- a. Those assigned in remote and depressed areas
- b. Strife-torn or embattled areas
- c. Distressed or isolated stations
- d. Mental Hospitals and Leprosaria
- e. Areas declared under a state of calamity or emergency which exposes them to great danger, volcanic activity/eruption, **occupational risks** or threats to life.

3.0 LIMITATIONS

3.1 City officials and employees who are under the following situations for more than one (1) full calendar month **shall not be entitled to Hazard Duty Pay.**

- a. Those on vacation, sick and study leave with or without pay.
- b. Those on Maternity Leave, and

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- c. Those on full time attendance in training grant/scholarship grant/seminar or any similarly situation, except when the place of act vity is certified to be risky or hazardous.

4.0 RULES AND REGULATIONS

4.1 Entitlement and Determination of Personnel Exposed to Hazarc s:

- a. The Office of the City Social Welfare and Development Officer shall prepare a list of positions from its plantilla of personnel with the corresponding job description/actual duties that describes the basis in justifying that such positions are exposed to occupational risks and assigned to places as stated in item 2.1.
 - b. Officials and Employees included in the list shall be granted hazard pay during their actual periods of work.
 - c. The list shall be submitted to the Office of the City Budget and subject to the approval of the City Mayor
 - d. Amendment of the approved list shall be made whenever necessary.
- 4.2 The City Social Welfare and Development Officer shall establish a procedure in identifying personnel who shall be exposed to hazardous areas and occupational risks as stated in item 2.1, including the duration of such exposure.
- 4.3 The grant of Hazard Pay shall be allowed to all Public Social Workers (PSWs) and Public Social Welfare and Development Workers (PSWDWs) who are included in the approved list as stated in item 4.1.a, without the need for approval by the Department of Budget and Management (DBM).
- 4.4 The period of entitlement to Hazard Pay shall be co-terminus with the duration of the actual assignment of the official or employees in the work areas or situations enumerated in item 2.1.

4.0 RATES OF HAZARD PAY

- 5.1 The rate of the Hazard Pay is equivalent to twenty percent (20%) of the monthly basic salary of the Public Social Workers (PSWs) and Public Social Welfare and Development Workers (PSWDWs).
- 5.2 Payment of Hazard Pay shall be based on actual services rendered following the formula: $\text{Monthly Salary} \times 20\% / 22 \text{ days} = \text{daily rate} \times \text{actual number of days}$ (not exceeding 10 days).





6.0 FUNDING SOURCE

The funding source for the payment of Hazard Pay is under Item No. (5-01-02-110) as provided in the FY-2025 budget of the Office of the City Social Welfare and Development Officer.

7.0 RESPONSIBILITIES OF AGENCY HEADS


- 7.1 The City Social Welfare and Development Officer shall be held liable for any incorrect data provided in the list of positions who would qualify to the grant of Hazard Pay.
- 7.2 The grant of Hazard Pay not in accordance with the provisions of this Circular, and any undue payments thereof shall have to be refunded by the concerned officials and employees.

8.0 SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be referred to the Department of Budget and Management through the City Mayor.

9.0 EFFECTIVITY

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


JOHN M. DALIPE
City Mayor

