

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 7 S. 1996

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION
MANAGERS; OPERATION MANAGERS; HEADS OF FOREIGN-ASSISTED
PROJECTS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : GUIDELINES ON THE GRANT OF HAZARD DUTY PAY

As duly approved under NIA Board Resolution No. 6535-96 dated January 25, 1996, the grant of Hazard Pay is hereby authorized for qualified NIA officials and employees in accordance with the herein rules and regulations as provided for under National Compensation Circular No. 76 dated March 31, 1995.

1.0 COVERAGE

These guidelines shall apply to all positions, whether permanent, temporary, casual or emergency in nature, on full-time or part-time basis now existing or hereafter created.

2.0 DEFINITION OF TERMS

As used in this Circular Hazard Pay refers to compensation premium or allowance paid to officials and employees assigned or stationed in the following work areas:

- 2.1 Embattled or strife-torn work areas which refer to the site of armed encounters between government troops and enemy forces and/or enemy-initiated attacks, raids or armed ambushes as may be declared and duly certified as such by the Secretary of National Defense. It is also an area where enemy concentration/training camps are reported to exist;
- 2.2 Difficult/distressed/isolated work areas or hardship posts characterized by distance, inconvenience of travel due to bad roads and conditions of the terrain, isolation, inaccessibility and extreme weather conditions as may be declared and duly certified as such by the head of office concerned;
- 2.3 Work areas affected by volcanic activity/eruption

including subsequent flow of lahar and other pyroclastic materials as may be declared and duly certified as such by the Director of the Philippine Institute of Volcanology and Seismology;

- 2.4 Work areas which offer risks or danger to health and safety due to exposure to radiation, communicable/contagious/infectious diseases; explosives; combustible, dangerous, noxious odor/toxic chemicals/ gas/biological hazards as may be declared and duly certified by the Secretary of Health and/or head of the office concerned.
- 2.5 Rescue operations/evacuation/rehabilitation centers and areas declared under the state of calamity or emergency by the President where harm and danger or occupational risks or perils to life exist.

3.0 GUIDELINES

- 3.1 Heads of Field Offices (RMs/PMs) are hereby authorized to grant Hazard Duty Pay to officials and employees in their respective jurisdiction in accordance with the rules prescribed in this Circular without the need for approval by the Department of Budget and Management (DBM).
- 3.2 Where more incentives are needed to attract qualified applicants to the government service, the rates authorized herein may be augmented subject, however, to the approval of the DBM.
- 3.3 The period of entitlement to Hazard Duty Pay shall be coterminous with the duration of the actual assignment of the official or employee in the work areas enumerated under item 2 of this Circular or with the existence of such danger or peril, but in no case shall it exceed six (6) months unless renewed and subsequent authority is granted therefor in accordance with the provisions of this Circular.
- 3.4 Part-time officials and employees shall receive half of the amount received by a full-time official or employee in the same situation.
- 3.5 Officials and employees, who, due to the peculiar nature of their work, would appear to be entitled to more than one type of Hazard Duty Pay, shall be allowed to enjoy just one type of Hazard Duty Pay that is more advantageous to them.

4.0 PRESCRIBED RATES

The following monthly rates of Hazard Duty Pay shall be allowed for officials and employees covered under this Circular who are actually assigned or stationed in work areas which expose them to great danger, contagion,

radiation, volcanic activity/eruption, occupational risks or perils to life:

Period of Exposure -----	Monthly Rates -----
1 to 10 days	P300.00
11 to 20 days	400.00
21 to 31 days	500.00

5.0 FUND SOURCE

For personnel whose salaries/wages are charged against the Current Operating Budget, it is understood that payment of the Hazard Pay shall be charged against internally generated funds/any available savings of the Office concerned.

Funds, on the other hand, to cover those of Project personnel shall be charged against their respective Project funds.

6.0 RESPONSIBILITY OF THE HEAD OF OFFICE

The Head of Office concerned shall be held personally liable for any payment made not in accordance with the provisions of this Circular, without prejudice however, to the refund of payment by the employee concerned.

7.0 RESOLUTION OF ISSUES

Cases not covered by the provisions of this Circular shall be submitted to the DBM for resolution.

8.0 EFFECTIVITY

This Circular shall take effect not earlier than January 1, 1995 subject to availability of funds.


RODOLFO E. UNDAN
Administrator

21 March 1996