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OFFICE OF THE PROVINCIAL GOVERNOR

EXECUTIVE ORDER NO. 20-024
Series of 2020

**AN ORDER GRANTING COVID-19 HAZARD PAY AND COVID-19
SPECIAL RISK ALLOWANCE DURING THE ENHANCED COMMUNITY
QUARANTINE PERIOD IN THE PROVINCIAL GOVERNMENT OF
SURIGAO DEL NORTE**

WHEREAS, due to the COVID-19 pandemic, the President issued Presidential Proclamation No. 922 declaring a State of Public Health Emergency throughout the Philippines;

WHEREAS, on April 6, 2020, the Regional Task Force for COVID-19 "One Caraga Shield" convened to declare an Enhanced Community Quarantine (ECQ) over the entire Caraga region, per Resolution No. 12, series of 2020;

WHEREAS, in consonance with the provisions of Administrative Order No. 26, series of 2020 or, '*Authorizing the Grant of Hazard Pay to Government Personnel Who Physically Report for Work during the Period of Implementation of an Enhanced Community Quarantine Relative to the COVID-19 Outbreak*', and Administrative Order No. 28, series of 2020 or, '*Authorizing the Grant of Special Risk Allowance to Frontline Public Health Workers During the Period of Enhanced Community Quarantine Relative to the COVID-19*', and their corresponding guidelines under DBM Local Budget Circular No. 2020-1, series of 2020 and DBM Local Budget Circular No. 2020-2, series of 2020, respectively, the Provincial Government of Surigao del Norte (PGSDN) passed PGSDN Supplemental Budget No. 2, series of 2020, granting COVID-19 Hazard Pay and COVID-19 Special Risk Allowance to qualified employees and personnel of the provincial government;

NOW, THEREFORE, I, ATTY. FRANCISCO T. MATUGAS, Provincial Governor of the Province of Surigao del Norte, by the power vested in me by law, do hereby order:

SECTION 1. GRANT OF COVID-19 HAZARD PAY

The Provincial Government of Surigao del Norte shall grant the COVID-19 Hazard Pay based on the following guidelines and conditions stated in the Department of Budget and Management Circular No. 2020-1:

- a. The COVID-19 Hazard Pay shall not exceed P500.00 per day per person, with the computation:

$$\text{COVID-19 Hazard Pay} = \text{Php}500.00 \times \text{No. of Days Physically Reporting for Work during the Enhanced Community Quarantine Period}$$

- b. This will cover regular and casual employees of the Province as well as job order contractees who have been authorized to physically report for work during the Enhanced Community Quarantine period covering the dates April 6 to 30, 2020;
- c. The Total Pay for the COVID-19 Hazard Pay will be based on the number of days the employee/contractee physically reported for work during the Enhanced Community Quarantine using the computation mentioned above;
- d. Those who are already entitled to Hazard Pay, Hazardous Duty Pay and Hazard Allowance under existing laws, issuances, rules, and regulations shall be entitled to such benefits or the COVID-19 Hazard Pay, whichever is higher;
- e. The COVID-19 Hazard Pay of an employee on detail from another government agency shall be granted by the parent agency;
- f. Those employees on a part-time basis will receive the COVID-19 Hazard Pay pro-rated corresponding to the services rendered;
- g. A compulsory retiree, on service extension, may be granted the COVID-19 Hazard Pay, subject to the pertinent conditions and guidelines of the DBM Circular.

SECTION 2. GRANT OF SPECIAL RISK ALLOWANCE TO FRONTLINE PUBLIC HEALTH WORKERS

The Provincial Government of Surigao del Norte shall grant a one-time COVID-19 Special Risk Allowance (SRA) to Frontline Public Health Workers based on the following guidelines and conditions as stated in the Department of Budget and Management Circular No. 2020-2:

- a. PHWs shall refer to all medical, allied-medical, and other necessary personnel assigned in hospitals and healthcare facilities and who are directly catering to or in contact with COVID-19 patients, persons under investigation, or persons under monitoring;
- b. The Special Risk Allowance shall be equivalent to a maximum of 25% of monthly basic salary/pay to qualified Public Health Workers (PHWs), provided that:

- i. The PHWs provided critical and urgent services to respond to public health emergency during the implementation of the Enhanced Community Quarantine from April 6 to April 30, 2020;
- ii. The PHWs are either:
 - 1. Civilian employees occupying regular, contractual or casual positions, on a full-time or part-time basis, or
 - 2. Workers engaged through a contract of service (COS) or job order, provided that the COS and Jos are assigned to hospitals and other healthcare facilities.
- iii. The PHWs physically reported for work at their respective offices or work stations on the prescribed official working hours, as authorized by the head of agency/office during the implementation of the ECQ;
- iv. The grant of the COVID-19 SRA shall be pro-rated based on the number of days that PHWs concerned physically reported for work from April 6 to April 30, 2020, as follows:

No. of Days Physically Reporting for Work	Percentage of the Incentive
3 to 7	25%
8 to 12	50%
13 to 17	75%
18 or more	100%

- v. The COVID-19 SRA of personnel hired on a part-time basis in one or more agencies shall be in direct proportion to the services rendered provided that the total COVID-19 SRA received from all sources shall not exceed 25% of the monthly salary/pay;
- vi. The COVID-19 SRA of an employee on detail from another agency shall be granted by the parent agency;
- vii. A compulsory retiree, on service extension, may be granted the COVID-19 SRA, subject to the pertinent conditions and guidelines of the DBM Circular.

SECTION 3. SUBMISSION OF DAILY TIME RECORD

All concerned employees and job order contractees per Department/ Office are hereby enjoined to submit their respective individual Daily Time Records (DTRs) covering the period April 6 to 30, 2020 for payment of their respective COVID-19 Hazard Pay and COVID-19 SRA.

SECTION 4. RULES OF INTERPRETATION

In case of doubt in the interpretation of the provisions of this Executive Order, the provisions in PGSDN Supplemental Budget No. 2, series of 2020 and DBM circulars shall prevail.

SECTION 5. SEPARABILITY CLAUSE

If for any reason, any part or provision of this order shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 5. REPEALING CLAUSE

All previous orders inconsistent herewith are hereby rescinded.

SECTION 6. EFFECTIVITY CLAUSE.

This Executive Order shall take effect immediately.

Done this 7th day of August 2020 at the Kapitolyo nan Siargao, Dapa, Surigao del Norte, Philippines.



ATTY. FRANCISCO T. MATUGAS
Provincial Governor