



**UNIVERSITY OF THE PHILIPPINES
DILIMAN, QUEZON CITY**

VOIP TRUNKLINE: (632) 981-8500 local 2569; 2564

TELEFAX: (632) 981-8500 local 2513

E-MAIL: hrdo.updiliman@up.edu.ph


WEBSITE: hrdo.upd.edu.ph

HUMAN RESOURCE DEVELOPMENT OFFICE

June 10, 2021

For: All Heads of Units

Attention: Administrative Officers of Units

From: 
Augustus C. Resurreccion
HRDO Director

Subject: Procedure in claiming Hazard Pay as per Memorandum No. NGY 21-80 dated 08 June 2021

In view of Memorandum No. NGY 21-80 dated 08 June 2021, please be guided on the following procedure in claiming the Hazard Pay.

1. Please check carefully the eligibility and coverage period in the said memorandum.

ECQ	27 March-04 April 2021 05-11 April 2021
MECQ	12-30 April 2021 01-14 May 2021

2. Submit the following to HRDO Benefits Section at benefits_hrdo.upd@up.edu.ph cc: hrdo.updiliman@up.edu.ph
 - a. **accomplished template (see attached excel file).** Please have the accomplished excel template converted to a pdf file and signed by the Admin Staff who prepared, supervised by the Department/Sub-unit Head, and endorsed by the Head of the Unit/ Dean. Submit both excel file (unsigned) and pdf file (signed).
 - b. documentation or certification signed by the Unit Head that the employee was required to physically report to the office because of exigency of service. If possible
 - c. duly signed DTR of the employee (if not yet submitted to HRDO). For COS/JO, a copy of the DTR submitted to Diliman Accounting Office in claiming the salary covering the ECQ/GCQ periods is needed. It is assumed that submitted Daily Time Record to HRDO is a copy of the Daily Time Record submitted to the Diliman Accounting Office in claiming salary covering the ECQ/MECQ period. Any inconsistency found with the DTR submitted to the Accounting Office will be subject to refund to the University.
3. For externally funded Project Personnel, there should be approval from the funding agency for inclusion in the project's Line Item Budget.
4. HRDO will release a certification to the unit Admin Staff who will prepare the DV. The certification is attached to the DV prepared by the Admin Staff.
5. The unit submits the signed DV with certification from HRDO to the Diliman Accounting Office.
6. The hazard pay is pro-rated to the number of working hours that the personnel has physically reported.