



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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08 June 2021

MEMORANDUM NO. NGY 21 – 80

TO : **Chancellors
Director, UP-PGH**

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads
Accounting Office Directors/Heads
Heads of System Offices/Units

SUBJECT : **Guidelines on the Grant of COVID-19 Hazard Pay during ECQ and MECQ
per Malacanang AO No. 43**

President Rodrigo R. Duterte signed Malacanang Administrative Order (AO) No. 43 on 01 June 2021, which authorizes the grant of COVID-19 Hazard Pay to eligible personnel. As such, in consideration of the 'inevitable exposure to COVID-19 infection and other similar health dangers and hazards' personnel, who physically reported to work during the period when their Constituent Universities (CUs)/Units were placed under the Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ) are entitled to the grant of the COVID-19 Hazard Pay, subject to the same set of guidelines per the previous grant¹:

1. Coverage

All University employees (i.e. regular, contractual, casual, temporary, substitute), as well as individuals engaged through Contract of Service (COS) and Job Order (JO), or other similar schemes, who physically reported to the office/campus during the ECQ/MECQ are entitled to the grant of the COVID-19 Hazard Pay [Sec. 4.2].

For CUs/Units located in the National Capital Region (NCR) and Laguna, the following periods:

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

CUs/Units in other areas that have also been or will be placed under ECQ or MECQ while the State of Calamity remains in effect until 12 September 2021 shall also use these guidelines in the payment of COVID-19 Hazard Pay to their eligible personnel.

2. Computation

COVID-19 Hazard Pay = Php500.00 x No. of Days Physically Reported to Work During the ECQ and MECQ
[Secs. 4.1 & 4.4]

¹ DBM BC No. 2020-1: Guidelines on the Grant of COVID-19 Hazard Pay, as referenced and applied per Memo No. NGY 20-63 dated 30 April 2020 re: Guidelines on the Grant of COVID-19 Hazard Pay



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3. Employees and COS/JO workers must have been authorized by their respective Heads of Offices/Units to physically report to their work/ work stations [Sec. 4.3].

Subsequently, proper documentation signed by the Heads/Authorized Official (i.e. accreditation/authorization/memorandum order to physically report in the office, daily time record) must be attached to the template* to be submitted to the respective Human Resources Development Offices (HRDOs), which shall be used as the basis for computation of the amount to be granted per personnel/worker.

Office work schedule is limited to Monday to Friday, except in cases where there is exigency of service of the concerned personnel, as supported by prior approval and proper documentation signed by the Head of Office/Unit/ Authorized Official.

Separate accomplished templates and the corresponding attachments/documentation must be prepared for the periods covered.

HRDOs are requested to e-mail to OVPA the consolidated list of employees who were granted the COVID-19 Hazard Pay using the same attached template, following the file name convention <CU> - Consolidated List 2021 – Employees/COS/JO Granted COVID-19 Hazard Pay, after the payment has been completed.

4. Employees (e.g. public health workers) who are currently entitled to Hazard Pay/Hazardous Duty Pay, Hazard Allowance, and other similar benefits under existing laws, issuances, rules, and regulations, shall remain entitled to the said benefits or the COVID-19 Hazard Pay, whichever is higher [Sec. 4.5].
5. Employees hired on part-time basis shall be entitled to a pro-rated COVID-19 Hazard Pay which corresponds to the service rendered. Those on part-time employment in two (2) or more agencies shall be granted amounts proportionate to the services rendered in each agency, provided that the total COVID-19 Hazard Pay shall not exceed the authorized amount of Php500.00 [Sec. 4.6].
6. Employees detailed in another government agency shall be paid their COVID-19 Hazard Pay by the University [Sec. 4.7].
7. Compulsory retirees who are on service extension may also be granted the COVID-19 Hazard Pay, subject to the conditions and guidelines of the Circular [Sec. 4.8].

8. Funding

Payment for COVID-19 Hazard pay of regular, contractual, casual, temporary and substitute employees charged against the available released Personnel Services (PS) allotments to CUs/PGH, while the payment for COS/JO workers shall be charged against the available released Maintenance and Other Operating Expenses (MOOE) allotments to CUs/PGH, under the General Fund (GF), without the need for prior authority, provided that all authorized mandatory expenses shall have been paid first [Sec. 5.1.1].

If the PS or MOOE allotments is insufficient and to fully cover the COVID-19 Hazard pay at the rate of P500/day per person, a lower but uniform rate may be granted for all qualified employees [Sec. 5.1.2].



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9. Schedule of Payment

The CUs, UP-PGH, and UP System Administration are authorized to set their respective schedules on the submission of the requirements for the processing and release of payment following the periods specified in item no. 3.

10. Due Diligence

The Chancellors and other University officials with authority over the release of the COVID-19 Hazard Pay shall exercise due diligence in the implementation of these guidelines. Responsible officers shall be held liable for any payment not in accordance with the provisions of the DBM BC 2020-1, without prejudice to the refund by the employees concerned of any excess or unauthorized payments [Sec. 11.0].

For your guidance and compliance.

NESTOR G. YUNQUE

Vice-President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University