

EMPLOYEE HANDBOOK



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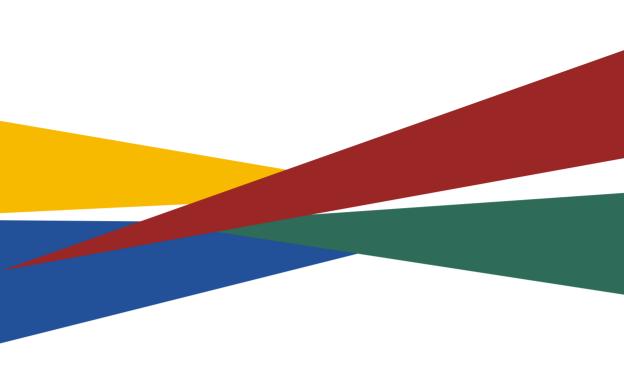
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Lupang Hinirang Panunumpa sa Watawat ng Pilipinas Panunumpa ng Lingkod Bayan Awit ng Serbisyo Sibil Tayo ay Dabawenyo Human Resource Management Office



SECTION 1

INTRODUCTION

MADAYAW!

Welcome to the City Government of Davao! As you begin your journey as a public servant in this city, I am esteemed to present to you the Employee Handbook of the City Government of Davao.

This handbook is designed to guide and inform you about the policies and procedures of the organization. The City Government has a diverse workplace value which provides equal opportunity for all employees, without discrimination to age, gender and sex, civil status, ethnicity, religious beliefs, physical disability, and political affiliation.

It is substantial in every journey to have a great sense of drive to consistently learn and grow in every experience. With this, I highly encourage you to take part in the various enriching and stimulating developmental opportunities available at the City Government of Daygo.

The city's quality policy states that we are committed in providing Davaoeños excellent public service and anchors our commitment in the core values of leadership, good governance, service excellence, resiliency, unity, and integrity.

May your journey here be the most fulfilling adventure of forming yourself within the core values of this city.

In behalf of the City Government of Davao, I am proud to have you here.

Daghang Salamat.

SEBASTIAN Z. DUTERTE City Mayor

HISTORY OF DAVAO

The name Davao originated from the Bagobo natives. The three Bagobo names for the Davao River. The aboriginal Obos called the river **Davah** while the Clatta called it **Dawaw**, and the Tagabawas called it **Dabo**.

19 century th

a few areas in the Philippine Islands lay outside Spanish influence and control. These include the region around Davao Gulf which was inhabited by Moro and Lumad indigenous peoples.

Under the orders of Spanish Governor General Narciso Claveria, Spain expanded its control in the region. 1844

1848

After defeating the ruling chieftain Datu Bago, Spanish forces and settlers led by Don José Cruz de Uyanguren established a settlement which they named Nueva Vergara (the current Davao City).

Davaoenos Pedro Layog and Jose M. Lerma represented the town and the region at the Malolos Congress for the First Philippine Republic.

1898

1900s

Under the American Rule, there was rapid economic development attributed to plantation and ranches with led to the formation of roads, telegraph lines and ports. Davao City Hall was established as the Municipal Hall.

1926

1941

The Japanese occupied Davao which continued to 1945.

The Province of Davao was divided into three provinces: Davao del Norte, Davao Oriental and Davao del Sur. 1970s -1980s - Political Developments in the Country, such as the Martial Law and the armed conflicts with the New People's Army, made a tremendous impact in the city.

1967

1986

After the Edsa Revolution, the new government under President Corazon Aquino appointed Zafiro Respicio as City Mayor and Rodrigo Duterte as Vice Mayor.

Rodrigo R. Duterte was elected as the City Mayor of Davao.

1988

1998

Davao City was featured in Asiaweek Magazine as one of Asia's most livable cities

Hon. Sara Duterte was the first female mayor and the youngest elected (32 years old) in the history of Davao City.

2010

Davao City is currently administered by the City Mayor Hon. Sara Duterte and Vice Mayor Hon. Sebastian Duterte. The city has 182 barangays organized within the 3 legislative districts and 11 administrative districts of the city.

THE CITY OF DAVAO

The first elected Assemblyman of Davao, Romualdo Quimpo, filed Bill 609 or the Commonwealth Act 51 known as "The Charter of the City of Davao". This was established mandating the creation of the city as a distinct political subdivision which provides the composition of the City, its general powers, and its jurisdiction for police purposes.

On October 16, 1936, Davao was inaugurated as a Charter City by President Manuel L. Quezon making it the provincial capital of a united Davao province.

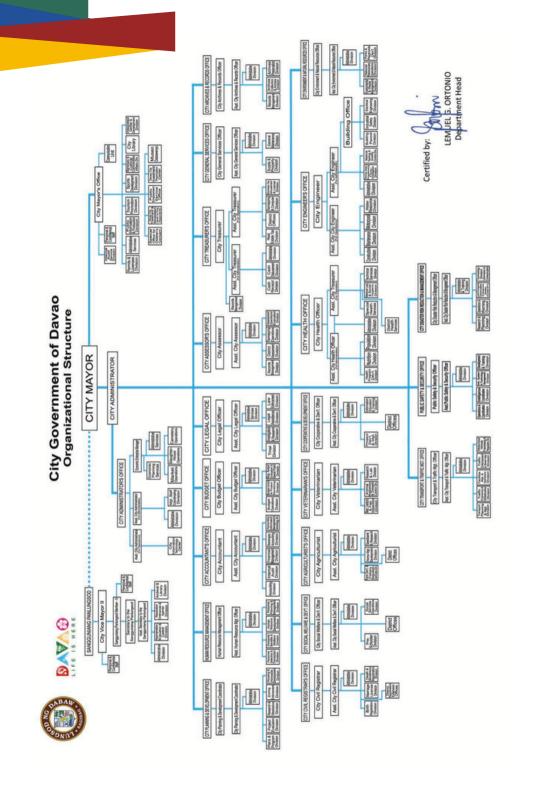
In 1965, Republic Act No. 4354 was enacted providing for the revised Charter of Davao City. This provides the appointment of the Mayor, Vice-Mayor, and the City Council, as well as the creation of the Departments and Offices of the City. Furthermore, Republic Act 11379 was passed in August 2019 to declare March 1 of every year as the "Araw ng Dabaw", a special non-working public holiday in Davao City.

Davao City is composed of three (3) congressional districts subdivided into 11 administrative districts with 182 barangays.

It is governed by the City Mayor who serves as the head of the Executive branch. Under this branch, there are 18 departments categorized into 5 clusters – Social Services, Fiscal Management, Economic Development, Infrastructure, and Development Management.

The legislative branch, headed by the City Vice Mayor, is composed of 8 councilors per congressional district, together with a representative from the Association of Barangay Affairs, Sangguniang Kabataan Federation, and from the Indigenous Peoples Mandatory Representative.







Human Resource Management Office Organizational / Position Chart

City Government Department Head II

(86 - 26)

(SG-24) City Government Asst. Department Head II

(\$6-22) (\$6-18) (\$6-12) (\$6-6) (\$6-4) (\$6-4) (\$6-3) ADMINISTRATIVE DIVISION 1-Reproduction Machine Operator II 1-Driver II 2-Utility Worker II 1-Computer Programmer 3-Computer Operator III 1-Clerk IV 1 - Administrative Officer IV 1-Clerk III

PERSONNEL BENEFITS & WELFARE DIVISION

(SG-22) (SG-18) (\$G-15) (\$G-11) (\$G-8) Employees Welfare & Benefit Section 1-Human Resource Mgt. Officer II 1-Human Resource Mgt. Officer I 2-Human Resource Mgt. Asst. 1-Human Resource Mgt Officer IV 1-Human Resource Mgt Officer III

(56-22)

PERSONNEL SELECTION &

TRANSACTION DIVISION 1-Human Resource Mgt. Officer IV 1-Human Resource Mgt. Officer III (\$6-15) (\$6-11)

1-Human Resource Mgt. Officer II 2-Human Resource Mgt. Officer I 1-Human Resource Mgt. Asst.

Recruitment Selection & Placement Section

(56-22)

1 - Human Resource Mgt Officer IV 1 - Human Resource Mgt Officer III

(56-22)

1 - Human Resource Mgt. Officer IV 1 - Human Resource Mgt. Officer III

DEVELOPMENT DIVISION HUMAN RESOURCE

PERSONNEL PLANNING & MANAGEMENT DIVISION (SG-15) (SG-11)

Personnel Planning & Audit Section 1 - Human Resource Mgs. Officer II 1 - Human Resource Mgs. Officer I 1 - Human Resource Mgs. Asst.

Trahing Programs Development & Admin. Section 1-Human Resource Mgt. Officer II (SG-15) 1-Human Resource Mgt. Officer I (SG-11) 2-Artist Illustrator III (SG-11)

tion Section

Section (56-15) (56-11) (56-8)

Performance Standard & Evaluation: 1-Human Resource Mgt. Officer II 1-Human Resource Mgt. Officer I 2-Human Resource Mgt. Asst.

Appointment Preparation & Review Section
1-Human Resource Mgt. Officer 1 (SG-15)
2-Human Resource Mgt. Officer 1 (SG-11)
1-Human Resource Mgt. Asst. (SG-8)

Leave Administration Section

1 - Human Resource Mgt. Officer II

1 - Human Resource Mgt. Officer I

2 - Human Resource Mgt. Asst.

(SG-15) (SG-11) (SG-8)

(SG-15) (SG-11) (\$6-15) (\$6-11) (\$6-8) Training Needs Assessment & Evaluat

1 - Human Resource Mgt. Officer II

1 - Human Resource Mgt. Officer I

1 - Human Resource Mgt. Asst. Personnel Belations Section

1 - Human Resource Mgt. Officer II

1 - Human Resource Mgt. Officer I

1 - Human Resource Mgt. Asst.

Certified by:

LEMUEL 6. ORTONIO Department Head Super

OFFICIAL SEAL



The Bagobo shield at the center represents the ethnic origin of the natives.

Colors – blue for purity of purpose and green for growth Upper and Lower Left Quadrants – the smokestacks represent industry, while the sea and ship depict the City as a trade and commercial center.

Upper and Lower Right Quadrants – the coconut tree as the principal produce, while the waling-waling and durian as the two main icons of the city.

LIFE IS HERE LOGO



The logo symbolizes the five icons of Davao; the regal Philippine Eagle; the majestic Mt. Apo; the 11 Ethnolinguistic tribes; the King of fruits Durian; and the beautiful Queen of Philippine flowers, Waling-waling. All are signifying the bounty and richness of the city's flora and fauna. The logo also symbolizes what the Dabawenyos aspire and live for – unity amidst diversity.

Artist: Rosch Patricio

VISION

Davao City is a globally livable city and a center of excellence in governance, investment, tourism, climate change adaptation, disaster resiliency, and sustainable growth driven by empowered citizenry.

MISSION

Ensure effective and efficient delivery of services through responsive leadership and competent human resources.

Sustain the gains by ensuring that the people of Davao are empowered, protected and secure, and gender and culturally sensitive to attain the best quality of life.

Continue to engage participative citizenry in resource-based, market-driven economic activities within the context of balanced ecology and equity-led development.

CORF VALUES



Resiliency & Unity



Integrity



Leadership



Good Governance & Service Excellence

QUALITY POLICY

The City Government of Davao is committed to provide Davaoenos excellent public service in the area of governance, investment, tourism, climate change adaptation, disaster resiliency, environmental management, health and education, agriculture, peace and order, infrastructure poverty alleviation, and sustainable growth driven by an empowered citizenry in ensuring Davao City as a globally livable city.

The City Government of Davao anchors its commitment in the core values of leadership, good governance, service excellence, resiliency, unity and integrity.

The City Government of Davao upholds its commitment:

- Lead by example
- To consistently develop human resources capabilities
- To engage participative citizenry
- To enhance mechanisms that will ensure efficient and effective governance
- To adopt simplified procedures and enhance innovative approaches
- To deliver highest level of public service
- To conform with the ISO 9001 and other applicable international standards
- To comply relevant statutory and regulatory requirements
- To continually review, evaluate and improve the city's Quality Management Systems and its processes
- To achieve the goals and objectives of the city and aspirations of our constituents and
- To recognize and foster diversity in its people and culture

SECTION 2

TERMS OF EMPLOYMENT

2.1 Recruitment and Selection

The City Government of Davao grants opportunity for government employment which is open to all qualified men and women according to the principle of merit and fitness. There shall be equal opportunity for all employees, without discrimination to age, gender and sex, civil status, ethnicity, religious beliefs, physical disability and political affiliation at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled. (Equal Opportunity Principle)

2.2 Classes of Positions (Memorandum Circular No3 series 2001)

The plantillas position shall be grouped as follows:

- 1. first level shall include clerical, trades, crafts, and custodial service positions which involve non-professional or subprofessional work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies;
- second level shall include professional, technical and scientific positions which involve professional, technical or scientific work in a non-supervisory or supervisory capacity requiring at least four years of college work up to Division Chief level;

2.3 Types of Employment

Regular Plantilla

(Omnibus Rules on Appointments and other Human Resources Actions – ORAOHRA revised 2018)

 Permanent Appointment – a permanent appointment shall be issued to a person who meets all the requirements for the position to which he/she is being appointed, including the appropriate eligibility prescribed in accordance with the provision of law, rules, and standards promulgated in pursuance thereof. 2. Temporary Appointment – in the absence of appropriate eligibility and it becomes necessary in the public interest to fill a vacancy, a temporary appointment shall be issued to a person who meets all the requirements for the position to which he/she is being appointed except the appropriate civil service eligibility, provided that such temporary appointment shall not exceed twelve months, but the appointee may be replaced sooner if a qualified civil service eligible becomes available.

3. Coterminous Plantilla

An appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer / authority or of the head of the organization unit where assigned.

1. Coterminous with the appointing officer / authority - an appointment is coexistent with the term / tenure of the appointing officer / authority

2. Coterminous with the head of the organization unit where assigned – an appointment is coexistent with the term / tenure of the head of the organization / unit to which he / she is assigned, who is not the appointing officer / authority.

3. Coterminous (primarily confidential in nature)—an appointment to positions determined by law or declared by the commission to be primarily confidential in nature.

4. Coterminous with the lifespan of the agency – appointment to the position which is coexistent with the lifespan of the agency approved by DBM or GCG.

(CSC Rule VI Employment status, nature of appointment, and other Human Resource Action Section 9)

Non-Plantilla

Non-Plantillas includes the Job Order and Contract of Service personnel. It is stated in the existing CSC guidelines that there is no "employer-employee relationship" established when a person is performing work under a Job Order or hired under a Contract of Service with the government.

- 1. Contract of Service personnel is "the engagement of the services of an individual, private firm, other government agency, non-governmental agency or international organization as consultant, learning service provider or technical expert to undertake special project or job within a specific period" as defined in Joint Circular No 1, s. 2017.
- 2. Job Order, on the other hand, is defined as intermittent or an urgent job that requires service including but not limited to a specific task and is subject to a specific duration of time.

2.4 Personnel Movement

Personnel movement/actions are any actions denoting the movement or progress of personnel in the civil service. The following are the human resource actions that do not require the issuance of an appointment but require a memorandum issued by the appointing officer/authority, to wit:

1. Reassianment

This is the movement of a City Government employee from one department or office to another within the organization, which does not involve a reduction in rank, status, or salary for a duration of 1 year.

2. Detail

This is the temporary movement of a City Government employee from one agency to another, which does not involve a reduction in rank, status, or salary and does not require the issuance of another appointment for a maximum period of one year.

3. Secondment

This is the movement of a City Government employee from one agency to another which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation. The period of secondment shall be for a maximum of three (3) years except otherwise provided by law or as required under bilateral / multilateral agreements.

(ČSC MC15s.1999)

4. Designation

This movement involves an imposition of additional and/or higher duties to be performed by a City Government employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. For positions without incumbents, a designation may be made only for a maximum of one (1) year. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years. (Section 13 (c), Rule IV, 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) and MC24s2017

5. Deployment

This is the movement of Job Order and Contract of Service personnel from one department or office to another within the organization covered by a Memorandum or Deployment Order.

SECTION 3

EMPLOYMENT POLICIES, PROCEDURES, AND PRACTICES

3.1 Observance of Flag Ceremony (CSC MC No.19 series 2012)

Attendance shall be mandatory to all officials and employees of the City Government of Davao including those under contract of services / job orders. The ceremony shall start at 8:00 AM every Monday for the flag raising and 5:00 PM every Friday for the flag retreat. Failure to attend the flag ceremony for three (3) consecutive events or missing an accumulated total of six (6) flag ceremonies in one (1) quarter warrants a penalty. The offenses committed by an employee shall be reset every quarter.

Sanctions are:

1st Offense: Reprimand

2nd Offense: Written Warning

3rd Offense: Suspension of 1day to 30 days

4th Offense: Dismissal from service

The following are **exempted** (certification from Human Resources Management Office) from attending the flag raising and flag retreat ceremonies:

- Employees who perform utility and sanitation work;
- Civil security/security guards;
- Ticket checkers on duty;
- Pregnant women;
- Employees whose condition or illnesses are directly attributed to sunlight exposure and prolonged standing
- Absence due to official business/official time, leave-ofabsence or compensatory time- off shall not be counted provided that a copy of the duly approved OB slip (memorandum), application for leave of absence, or card for compensatory overtime credit is presented to Human Resource Management Office within the last working day before the schedule of flag ceremony

3.2 Statement of Assets, Liabilities, and Net worth (SALN)

City Government employees are required to submit a declaration under oath of his assets, liabilities, and net worth upon assumption of office and as often thereafter as may be required by law (E.O. 29 2 Section 34)

All public officials and employees whether regular or under temporary status are required to file a SALN. (Art. XI Sec. 17 of the 1987 Philippine Constitution)

- 1. within thirty (30) days after assumption of office;
- 2. on or before April 30, of every year thereafter; and
- 3. within thirty (30) days after separation from the service. (Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees.)

Exemptions: Those who serve in an honorary capacity, laborers and casual workers.

3.3 Dress Code

The City Government of Davao provides uniform allowances for all plantilla personnel. These sets of uniforms should be worn on all working days, except Fridays, following the prescribed schedule. Dress code should be observed in the workplace during on all working days.

Appropriate Attire: On day where there are no prescribed office uniforms for the day, employees shall be dressed in appropriate business attire.

The wearing of "maong" pants although generally prohibited, may be considered as appropriate attire when paired with a collared polo / shirt (for male employees), or any appropriate blouse or shirt (for female employees).

Prohibited Attire: for all government employees when performing official functions inside the workplace:

- 1. Gauzy, transparent or net-like shirt or blouse
- 2. Sando, strapless or spaghetti strap blouse (unless worn as an undershirt), tank-
- 3. top, blouse with over plunging necklines;
- 4. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
- 5. ripped jeans, ripped shirt
- 6. Rubber sandals, rubber slippers, "bakya",

Other prohibitions: The following shall also be prohibited during office hours and within office premises:

- 1. Ostentatious display of jewelry, except special occasions and during official celebrations
- 2. Wearing of heavy or theatrical make-up

Exemptions that may be allowed in the implementation of the Dress Code under the following grounds: (with the approval of Human Resources Management Office)

- 1. When the nature of work of the employee demands the he/she wears clothing other than those prescribed above;
- 2. When religious affiliation or creed or any legitimate practice by the employee in the relation thereto, requires him/her to wear a particular clothing;
- 3. Physical disabilities, and other legitimate health reasons;
- 4. Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy
- 5.Employees who lost a loved one can wear mourning clothes during the period of mourning;
- 6. Other circumstances analogous to the foregoing

Other matters: Grooming standard are as follows, hair perfectly groomed above the collar and must be clean-shaven (for male employee); hair perfectly groomed and makeup should be at minimum.

Penalty In Case of Violation. Any violation of the provisions of this Dress Code shall be considered as ground for disciplinary action for Violation of Reasonable Office Rules and Regulations (presently) under Section 50 F (3), Rule 10, 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).

3.4 Identification Card

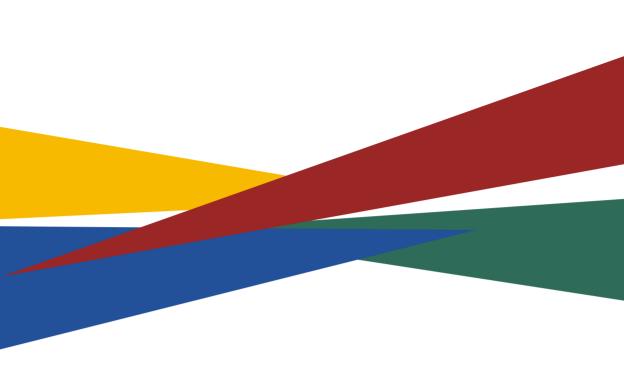
All employees transacting with the public shall be provided with an official identification card which should be visibly worn during office hours

3.5 Pass Slips

Any employee who leaves his/her office, for official reasons should secure permission from the immediate supervisor/division head. The pass slip or memorandum shall be for approval of the Department Head or to the duly authorized signatory, before attending an official business.

3.6 Submission of IPCR

The Individual Performance Commitment and Review (IPCR) is prepared and submitted by the employee to their immediate head / Division Chief before December 15 (for the 1st semester) and before June 15 (for the 2nd semester).



SECTION 4

WORK ARRANGEMENTS

4.1 Official Working Hours

(CSC MC No. 1, series of 2017)

Officials and employees are required to render work hours of not less than eight (8) hours a day for five (5) days a week, or a total of forty (40) hours per week. Mondays to Fridays, from 8:00 am to 5:00 pm.

It shall be the duty of each head of the department to require all officers and employees under him to strictly observe the prescribed office hours.

4.2 Flexible Working Hours

CSC Resolution No. 2200209 promulgated on 18 May 2022

Heads of the offices shall have the authority to approve working hours provided officials and employees shall render not less than 40 hours a week for 5 days. Any work beyond 40 hours is subject to overtime pay or compensatory time off.

Agencies shall formulate internal rule on the implementation. Working hours should not be earlier than 7am and not later than 7pm with the assurance of continuous services of the agency from 8am to 5pm.

4.3 Alternative Work Arrangements

Government agencies may adopt any or a combination of the following alternative work arrangements:

<u>Work-from-Home</u> - refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.

<u>Skeletal Workforce</u> - refers to a work arrangement here a minimum number of employees is required to man the office to render service when full staffing is not possible.

<u>Four-day (Compressed) Workweek</u> – refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week.

<u>Staggered Working Hours</u> – refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time. For this purpose, staggered working hours refers to the existing 24/7 shifting schedule and the flexible working time schedule.

Other Alternative Work Arrangements – refer to work arrangements consisting of a combination of the above enumerated work arrangements subject to the prevailing community quarantine in the area where the agency is located and the nature of work / job performed by the employee/s.

The alternative work arrangements shall be adopted only for the duration of the State of National Emergency or until lifted by the President of the Philippines.

4.4 Tardiness

The failure of an employee to report for work or resume for work on time. Any official or employee shall be considered habitually tardy if he/ she incurs tardiness regardless of minutes per day, ten times a month for Two (2) consecutive months or Two (2) months in a semester during the year.

Tardiness shall commence at 8:16 am which shall be deducted from the employee's vacation leave credits starting from 8:16 am until his/her time of arrival. Employees who come to work from 8:01 am to 8:15 am shall render services until 5:15pm. Off-setting of tardiness shall not be allowed by staying beyond the approved regular working hours which is until 5:15pm

A. Types of Tardiness

<u>Habitual Tardiness</u> - Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.

<u>Loafing</u> - Frequent unauthorized absences from duty during regular office hours constitute loafing

Sanctions:

Tardiness and Loafing: 1st offense - Suspension of six (6) months and one (1) day to one (1) year 2nd offense - Dismissal from the service

Habitual Tardiness: 1st offense - Reprimand 2nd offense - Suspension of one (1) to thirty (30) days 3rd offense - Dismissal from the service

4.5 Undertime

This is usually incurred by an officer or an employee who leaves work earlier than the usual eight-hour work schedule. Employees who leave the office for personal and unauthorized reasons before the approved core working hours shall be considered undertime.

Any incidence of undertime will be deducted from the employees' vacation leave credits or salary when leave credits are already exhausted. Regardless of the number of minutes/hours, ten (10) times a month for at least two months in a semester or at least two (2) consecutive months during the year shall be liable for Simple Misconduct and or/Conduct Prejudicial to the Best Interest of the Service.

Sanctions:

Simple Misconduct

1st Offense - Suspension of one (1) month and one (1) day to six (6) months 2nd Offense - Dismissal from the service

Conduct Prejudicial to the Best Interest of the Service

1st Offense: Suspension of six (6) months and one (1)

day to one (1) year

2nd Offense: Dismissal from the service

4.6 Overtime

When the interest of public service so requires, the daily hours of work of plantilla, job order, and contract of service employees may be extended by the department head, provided that the work in excess of eight (8) hours must be properly compensated either though compensatory time-off or overtime pay.

The rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non-completion of the same will:

- a. Cause financial loss to the government or its instrumentalities;
- Embarrass the government due to its inability to meet its commitments;
- Negate the purposes for which the work or activity was conceived.

The request to render overtime services shall include the following information:

- 1. The date and inclusive time of the scheduled OT service;
- 2.Detailed description of the activity that requires overtime (OT) service; and
- 3. Justification rendering OT service.
- 4.Endorsement from immediate supervisor to Department Head
- 5. Issuance of Office Order by Department Head
- 6. Rendition of Overtime Service by employee
- 7. Preparation of actual summary of OT services and Compensatory Overtime Credits
- 8. (COC) earned
- 9. Issuance of Certificate of COC
- 10.Request for the approval of the schedule Compensatory Time-Off (CTO)
- 11. Availment of CTO

In general, the renumeration of overtime services shall be thru CTO, in accordance with the guidelines under the CSC- DBM joint circulars No.2 s 2004 and No2-A s2005.

Authorized to Render Overtime Services

Only appointive and salaried civilian government employees holding regular, contractual, and casual positions of division chief or equivalent level and below, may be authorized to render overtime services with pay or compensation.

Incumbents of positions of division chief or equivalent level and below, designated as Officers-in-Charge of higher-level positions, may also be authorized to render overtime services as they are still bound to observe the prescribed work hours in their respective agencies.

Not Authorized to Render Overtime Services

- Civilian personnel holding positions higher than division chief or equivalent levels;
- Those granted other forms of allowances or benefits for services rendered beyond the prescribed work hours under existing laws, rules, and regulations;

4.7 Limitation on Overtime Service

- No employee shall be allowed to render overnight service for more than two (2) consecutive nights to ensure employees' productivity.
- The périod for overtimé service shall not be used to offset undertime and tardiness.
- The overtime services shall not exceed the maximum allowable hours which is sixty
- (60) hours per month.

4.8 Compensatory Time-Off (CTO)

Compensatory Time-Off refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.

Availment of Compensatory Overtime Credits (COC)

- The CTO may be availed of in blocks of four (4) or eight (8) hours.
- The employee may use the CTO continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year.
- In the exigency of the service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Office/authorized official within the year.

Limitations of Compensatory Overtime Credits:

- Employees may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty hours (120) hours.
- Should be used as time-off within the year these are earned until the immediately succeeding year. Thereafter, any unutilized COCs are deemed forfeited.
- Cannot be used to offset undertime or tardiness.
- Cannot be converted to cash, hence, are non-cumulative.
- Cannot be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.

4.9 Absenteeism

In order to properly monitor and promote the adherence of the prescribed working hours, the following guidelines on absences shall be observed:

- Any employee who is absent in the morning is considered to be tardy and is subject to the provision on Habitual Tardiness
- Any employee who is absent in the afternoon is considered to have incurred under time, subject to the provision on Undertime.

4.10 Habitual Absenteeism

Employees shall be considered habitually absent when there is incurrence of unauthorized absences exceeding the allowable 2.5 days monthly leave credits for at least three (3) months in a semester or at least three (3) consecutive months during the year. (Section 22 Rule XIV, Omnibus Rule Implementing Book V of Executive Order No. 292)

In case of claim of ill health, a medical certificate should be submitted to the department head to verify the validity of such claim

Employees who shall commit Habitual Absenteeism are penalized after due process by the following:

1st Offense: Suspension of six (6) months and one (1) day to one (1) year

2nd Offense Dismissal from the service.

SECTION 5

DECORUM AND BEHAVIOR

5.1 Norms of Conduct and Ethical Standard:

1. Commitment to public interest.

a. Employees shall always uphold the public interest over and above personal interest. All government resources and powers must be used efficiently, effectively, honestly and economically,

2. Professionalism.

- a. Employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill.
- 3. Justness and sincerity.
 - a. Employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest.

4. Political neutrality.

 a. Employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

5. Responsiveness to the public.

a. Employees shall extend prompt, courteous, and adequate service to the public. Information on policies and procedures should be clear and in an understandable language.

6. Nationalism and patriotism.

a. Employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people.

- 7. Commitment to democracy.
 - a. Employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability
- 8. Simple living.
 - a. Émployees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form

Prohibited Acts and Transactions

- 1. Financial and material interest. -
 - a. Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.
- 2. Outside employment and other activities related thereto.
 - a. Public officials and employees during their incumbency shall not:
- i. Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;
- ii. Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or (May secure authorization to practice profession from the Agency Head or duly authorized representative with the provision that it shall be done outside working hours)
- iii. Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office. These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

- 3. Disclosure and/or misuse of confidential information.
 - a. Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:
- i. To further their private interests, or give undue advantage to anyone; or
- ii. To prejudice the public interest.
- 4. Solicitation or acceptance of gifts.
 - a. Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office. As to gifts or grants from foreign governments, the Congress consents to:
 - The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;
- The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment: or
- The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

5.2 Classification of Offenses

Administrative offenses with corresponding penalties are classified into grave, less grave or light, depending on their gravity or depravity and effects on the government service.

5.3 SCHEDULE OF PENALTIES

| IGHT OFFENSES DISCIPLINARY ACTIONS | | | |
|--|-----------|-------------------------|-----------|
| | 1ST | 2ND | 3RD |
| Simple discourtesy in the course of official duties | Reprimand | Suspension 1-30 days | Dismissal |
| Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children | Reprimand | Suspension 1-30 days | Dismissal |
| Violation of reasonable office rules and regulations; | Reprimand | Suspension 1-30 days | Dismissal |
| Frequent unauthorized tardiness (Habitual Tardiness); | Reprimand | Suspension 1-30 days | Dismissal |
| 5. Gambling prohibited by law; | Reprimand | Suspension 1-30 days | Dismissal |
| 6. Refusal to render overtime service; | Reprimand | Suspension 1-30 days | Dismissal |
| 7. Disgraceful, immoral or dishonest conduct prior to entering the service | Reprimand | Suspension 1-30 days | Dismissal |
| Borrowing money by superior officers from subordinates; | Reprimand | Suspension 1-30 days | Dismissal |

| 9. Willful failure to pay just debts or willful failure to pay taxes due to the government; The term "just debts" shall apply only to: a. Claims adjudicated by a court of law, or b. Claims the existence and justness of which are admitted by the debtor. | Reprimand | Suspension 1-30 days | Dismissal |
|---|-----------|----------------------|-----------|
| Lobbying for personal interest or gain in legislative halls and offices without authority | Reprimand | Suspension 1-30 days | Dismissal |
| 11. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is no prior authority; | Reprimand | Suspension 1-30 days | Dismissal |
| 12. Failure to act promptly on letters and request within fifteen (15) working days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees | Reprimand | Suspension 1-30 days | Dismissal |
| 13. Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees | Reprimand | Suspension 1-30 days | Dismissal |

| 14. Failure to attend to anyone who wants to avail himself/herself of the services of the office, or act promptly and expeditiously on public transactions | Reprimand | Suspension 1-30 days | Dismissal |
|---|-----------|----------------------|-----------|
| 15. Engaging in private practice of his/her profession unless authorized by the Constitution, law or regulation, provided that such practice will not conflict with his/her official functions; and 16. Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations. | Reprimand | Suspension 1-30 days | Dismissal |

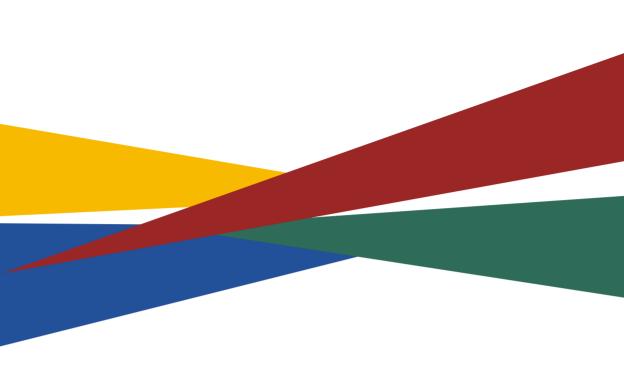
| LESS GRAVE OFFENSES | DISCIPLINARY ACTIONS | | |
|--|--------------------------------------|-----------------------------------|-----------|
| | 1ST | 2ND | 3RD |
| | | | |
| 1. Simple Dishonesty | Suspension 1 month to 6 months | 6months and 1 day to 1 year | Dismissal |
| 2. Simple Neglect of Duty | Suspension 1 month to 6 months | Dismissal | N/A |
| 3. Simple Misconduct | Suspension 1 month to 6 months | Dismissal | N/A |
| 4. Discourtesy in the course of official duties | Suspension 1 month to 6 months | Dismissal | N/A |
| 5. Violation of existing Civil Service Law and rules of serious nature | Suspension 1 month to 6 months | Dismissal | N/A |

| 6. Insubordination | Suspension 1 month to 6 months | Dismissal | N/A |
|---|--------------------------------------|-----------|-----|
| 7. Habitual Drunkenness | Suspension 1 month to 6 months | Dismissal | N/A |
| Unfair discrimination in rendering public service due to party affiliation or preference | Suspension 1 month to 6 months | Dismissal | N/A |
| Failure to file sworn statements of assets, liabilities and net worth, and disclosure of business interest and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households; | Suspension 1 month to 6 months | Dismissal | N/A |
| 10. Failure to resign from his/her position in the private business enterprise within thirty (30) days from assumption of public office when conflict of interest arises, and/or failure to divest himself/herself of his/her shareholdings or interest in private business enterprise within sixty (60) days from assumption of public office when conflict of interest arises; Provided, however, that for those who are already in the service and conflict of interest arises, the official or employee must either resign or divest himself/herself of said interest within the periods hereinabove provided, reckoned from the date when the conflict of interest had arisen; and | Suspension 1 month to 6 months | Dismissal | N/A |
| Engaging directly or indirectly in partisan political activities by one holding non-political office | Suspension 1 month to 6 months | Dismissal | N/A |

DISCIPLINARY ACTIONS

| GRAVE OFFENSES | | | |
|---|-------------------------------|-----------|-----|
| | 1ST | 2ND | 3RD |
| 1. Less serious dishonesty; | Suspension 6 months to 1 year | Dismissal | N/A |
| 2. Oppression | Suspension 6 months to 1 year | Dismissal | N/A |
| Disgraceful and immoral conduct | Suspension 6 months to 1 year | Dismissal | N/A |
| Inefficiency and incompetence in the performance of official duties | Suspension 6 months to 1 year | Dismissal | N/A |
| 5. Frequent unauthorized absences, or tardiness in reporting for duty, loafing from duty during regular office hours | Suspension 6 months to 1 year | Dismissal | N/A |
| 6. Refusal to perform official duty | Suspension 6 months to 1 year | Dismissal | N/A |
| 7. Gross Insubordination | Suspension 6 months to 1 year | Dismissal | N/A |
| Conduct prejudicial to the best interest of the service | Suspension 6 months to 1 year | Dismissal | N/A |
| Directly or indirectly having financial and material interest in any transaction requiring the approval of his/her office. Financial and material interest is defined as pecuniary or proprietary interest by which a person will gain or lose something | Suspension 6 months to 1 year | Dismissal | N/A |
| 10. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, | Suspension 6 months to 1 year | Dismissal | N/A |

| trustee, or nominee in any private enterprise regulated, supervised or licensed by his/her office, unless expressly allowed by law; | | | |
|--|-------------------------------|-----------|-----|
| | | | |
| 11. Disclosing or misusing confidential or classified information officially known to him/her by reason of his/her office and not made available to the public, to further his/her private interests or give undue advantage to anyone, or to prejudice the public interest; | Suspension 6 months to 1 year | Dismissal | N/A |
| | | | |
| 12. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public | Suspension 6 months to 1 year | Dismissal | N/A |
| | | | |
| 13. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his/her office, unless such recommendation or referral is mandated by (1) law, or (2) international agreements, commitment and obligation, or as part of the function of his/ her office. | Suspension 6 months to 1 year | Dismissal | N/A |



SECTION 6

COMPENSATION & BENEFITS

6.1 The Compensation Plan (CP)

The Compensation Plan under RA No. 6758 The Compensation and Position Classification Act, is an orderly scheme for determining rates of compensation of government personnel. The CP has a mix of compensation components, namely; basic pay or salaries, fringe benefits, incentives and non-financial rewards which provide reasonable levels of compensation packages within existing government resources, and are administered equitably and fairly.

Basic Pay - This is the primary cash compensation for work performed, excluding any other payments, allowances and fringe benefits.

Salary - This refers to the basic pay for work performed by an employee paid on a monthly basis.

Wage – This refers to the basic pay for work performed by an employee paid on a daily or hourly basis.

Fringe Benefits - These refer to cash compensation benefits given to an employee to supplement the basic pay. These include cash allowances, bonuses, premium payments, etc.

6.2 Personnel Economic Relief Allowance (PERA)

The Personnel Economic Relief Allowance (PERA) is a P500 monthly allowance authorized under the pertinent general provision in the annual General Appropriations Act (GAA). It is granted to augment a government employee's pay due to the rising cost of living.

6.3 Uniform/Clothing Allowance

The Uniform/Clothing Allowance (UCA) authorized under the pertinent general provision of the annual GAA is granted to cover the cost of uniform/clothing of government employees to identify them with their mother agency/office. All government personnel regardless of status of employment.

6.4 The Mid-Year Bonus

equivalent to one (1) month basic pay as of May 15 shall be given to entitled personnel not earlier than May 15 of the current year, subject to the following conditions:

- 1. Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;
- 2. Personnel remains to be in the government service as of May 15 of the current year; and
- 3. Personnel has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total or aggregate service under item 1.

This mandate is according Section 5 of the DBM Budget Circular No.2017-2.

6.5 Year-End Bonus and Cash Gift

The Year-End Bonus and Cash Gift are intended as year-end premiums to government personnel for satisfactory and dedicated service. They are collectively referred to as the Year-end Benefit (YEB), authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441. The liberalization of the grant thereof is authorized pursuant to the pertinent general provision in the annual GAA.

6.6 Productivity Incentive Benefit

The Productivity Incentive Benefit (PIB) is a cash award authorized under Administrative Order (AO) No. 161, dated December 6, 1994, to recognize individual personnel productivity and performance which contributed to attainment of agency goals and targets. Performance includes conduct and behavior in the discharge of the duties of a public office.

6.7 Anniversary Bonus

The Anniversary Bonus (AB) is a financial incentive authorized under Administrative Order No. 263 dated March 28, 1996, to be granted to government employees on the occasion of their agencies' milestone years.

6.8 Step Increment

Step increment is the increase in salary from step to step within the salary grade of a position. The grant of step increments to government personnel based on their lengths of service is pursuant to Item 8 of Joint Senate House of Representatives Resolution No. 1, s. 1994, as adopted under Executive Order No. 164 (Adopting a Revised Compensation and Classification System in the Government), dated March 8, 1994. A one (1) step increment shall be granted to officials and employees for every 3 years of continuous satisfactory service in their present positions. Heads of agencies shall notify the officials and employees entitled to the benefit.

6.9 The Terminal Leave Benefit (TLB)

Refers to the money value of the total accumulated vacation and sick leave credits of an employee based on the highest salary received prior to or upon retirement or voluntary separation from government service. Budget Circular No. 2002-1 dated January 14, 2002, prescribed the guidelines relative to the computation of the TLB and MLC in accordance with Memorandum Circular (MC) No. 14, s. 1999, issued by the Civil Service Commission (CSC).

6.10 Monetization of Leave Credits (MLC)

Refers to the payment in advance under prescribed limits and subject to specified terms and conditions of the money value of the vacation and sick leave credits of an employee upon his/her request, without actually going on leave. Budget Circular No. 2002-1 dated January 14, 2002, prescribed the guidelines relative to the computation of the TLB and MLC in accordance with Memorandum Circular (MC) No. 14, s. 1999, issued by the Civil Service Commission (CSC).

6.11 Lakbay Aral

The activity is considered a learning journey, exposure visit, or experiential learning for the purpose of enhancing local government capability by observing best practices, interacting with appropriate stakeholders, and understanding current issues, alternative solutions and trends.

6.12 Statutory Benefits:

Maternity Leave (RA11210)

The maternity leave shall be for one hundred five (105) days with full pay, and additional fifteen (15) days with full pay in case the female employee qualifies as a solo parent under RA 8972. In consonance with the rule that maternity leave should be availed in a continuous and uninterrupted manner, its period is counted in calendar days inclusive of Saturdays, Sundays, and holidays.

Extended maternity leave with pay shall be allowed, chargeable to the female employee's sick leave credits. In case of exhausted sick leave, vacation leave may be used.

In case of miscarriage or emergency termination of pregnancy, the maternity leave shall be for sixty (60) days with full pay.

To qualify for the maternity, leave benefit, the female employee must have at least three- monthly contributions to the SSS in the twelve-month period immediately preceding the semester of childbirth, miscarriage, or emergency termination of pregnancy, and she shall have notified her employer of her pregnancy and the probable date of her childbirth, which notice shall be transmitted to SSS in accordance its rules and regulations.

Paternity Leave (RA8187)

Paternity Leave is granted to all married male employees. It shall be for seven (7) calendar days, with full pay. And may be availed in a continuous or in an intermittent manner either before, during, or after the childbirth or miscarriage. The said leave shall be availed of not later than sixty (60) days after the date of the child's delivery. The leave benefit shall apply to the first four (4) deliveries of the employee's lawful wife. The purpose of this benefit is to allow the husband to lend support to his wife during her period of recovery and/or in nursing her newborn child

Parental Leave for Solo Parents (RA8972)

Leave benefits granted to a single parent to enable him/her to perform parental duties and responsibilities where physical presence is required.

The parental leave, in addition to leave privileges under existing laws, shall be for seven (7) work days every year, with full pay, consisting of basic salary and mandatory allowances. A solo parent employee shall be entitled to the parental leave, provided that:

- 1. Employee has rendered at least one (1) year of service, whether continuous or broken; 2. Employee has notified his/her employer that he/she will avail of the leave.
- 3. Employee has presented to his/her employer a Solo Parent Identification Card.

Leave for Victims of Violence Against Women and their Children (VAWC) RA9262

VAWC is any act or a series of acts committed by any person against a woman who is his wife, former wife, with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which will result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty

Women employees who are victims as defined in RA 9262 shall be entitled to the paid leave benefit under such terms and conditions provided herein. The leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns.

In addition to other paid leaves under existing labor laws, company policies, and/or collective bargaining agreements, the qualified victim - employee shall be entitled to a leave of up to ten (10) days with full pay, consisting of basic salary and mandatory allowances.

The Special Leave Magna Carta for Women (RA 9710)

Any female employee regardless of age and civil status shall be entitled to a special leave pertaining to gynecological disorder that would require surgical procedures as certified by a competent physician.

The employee is entitled to special leave benefit of two (2) months with full pay based on her gross monthly compensation. The special leave shall be granted to the qualified employee after she has undergone surgery without prejudice to an employer allowing an employee to receive her pay before or during the surgery. The female employee should file the leave with medical certificate.

Home Development Mutual Fund (HDMF) / Pag-IBIG

The HDMF covers all SSS and GSIS members earing P4,000 and above monthly. It aims to provide its members with adequate housing through saving program. Pag-IBIG offers: savings, short term loan, housing loan and livelihood loan.

PhilHealth RA 7578

PhilHealth implements the National Health Insurance Program that aims to provide Filipinos with financial assistance and access to affordable health services. It covers hospital costs, subsidy for room and boarding, medicine, and professional services.

6.13 Leave Benefits

In general, local elective officials and employees who render work during the prescribed office hours, shall be entitled to fifteen (15) days of vacation and fifteen (15) days of sick leave annually with full pay, exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they accumulate.

An official or employee with pending administrative case/s is not barred from availing their leave privileges.

Vacation Leave

This is granted to employees for personal reasons, the approval of which is contingent upon the necessities of the service. The application should be submitted five (5) days in advance of the effective date of such leave. Application not acted up by immediate supervisor is deemed approved after 5 working days.

Sick Leave

This is granted on account of sickness or disability of the employees or any member of their immediate family. Application for sick leave shall be filed upon the employee's return to work and applications which are file for filed in advance or exceeds five (5) days shall be accompanied by a medical certificate.

Special Leave Privileges

In addition to the vacation, sick, maternity, and paternity leave benefits employees and officials are granted three (3) days annual special leave privileges subject to the following conditions:

- Personal milestones: birthdays/ wedding / wedding anniversary / death anniversary and similar milestone celebrations
- Parental obligations: graduation, first holy communion, medical needs, PTA meetings, attendance in school programs among others where child of a government employee is involved

- Filial obligations: to cover the employee's moral obligation towards his / her parents and siblings for their medical and social needs.
- Domestic emergencies: sudden repairs needed home, sudden absence of a yaya or maid
- Personal transactions: covers the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan etc.
- Calamity, accident hospitalization leave pertains to the force majeure events that affect the life, limb, and property of the employee or his immediate family
- 1. An employee can still avail of his birthday and wedding anniversary leave if such falls on either a Saturday, Sunday or holiday, either before or after the occasion.
- 2. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail such leaves.
- 3. Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for a maximum of three days in a given year. Special leave privilege is non-cumulative and strictly non-convertible to cash.
- 4. Immediate family refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support. (As amended by resolution no.99-0595 dated March 8, 1999)

Mandatory Leave

Employees with ten (10) days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually.

Forced leave shall be forfeited if not taken during the year. However, if the scheduled leave has been cancelled in the exigency of the service by the head of office, the leave shall no longer be deducted from the total accumulated vacation leave.

Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, employees with accumulated vacation leave of fifteen (15) days who availed of monetization for ten (10) days resulting in five (5) days' vacation leave shall still be required to go on forced leave.

Study Leave

It is a time-off from work for the purpose of assisting qualified employees to prepare for their bar or board examinations or to complete their Master or Doctorate degree.

Emergency Leave

A maximum of five (5) days leave in a year is granted to employees directly affected by natural calamities and disasters which may be availed thirty (30) days from the actual occurrence.

The grant shall be based on the declaration of state of calamity by the President of the Philippines or by the Sanggunian, upon the recommendation of the Local Disaster Risk Reduction & Management Councils.

Rehabilitation Leave

Employees are granted a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing this privilege shall be based on the recommendation of medical authority.

Illness or sickness resulting from or aggravated by working conditions or the environment cannot be a basis for availing this leave.

The employees shall receive their salaries and regular benefits and the absence from work during the period of rehabilitation shall not be deducted from the accumulated sick or vacation leave credits of the employee.

SECTION 7

EMPLOYEE PERFORMANCE MANAGEMENT BEHAVIOR

7.1 Strategic Performance Management System (SPMS)CSC Memorandum Circular 6 s2012

It is a mechanism that ensures employees achieve the objectives set by the organization. Secure individual employee efficiency by cascading institutional accountabilities to the various levels of the organization. And adhere to the principle of performance-based tenure and incentive system.

7.2 Four - Stage Performance Management System Cycle

1. Performance Planning and Commitment

Office Performance Commitment and Review (OPCR) - the principal document used to evaluate the commitments and performance of Department Managers / Section Chiefs / Unit Heads in accordance with the office strategic plan.

<u>Individual Performance Commitment and Review (IPCR)</u> - the performance management tool required to be submitted by an employee every semester. It contains his / her commitments to the attainment of office goals and objectives and accomplishments at the end of the rating period.

2. Performance Monitoring and Coaching

It is done regularly during the performance period by the heads of agency, planning office, division and office heads, and the individual. The focus is to create an enabling environment to improve team performance and develop individual potentials. It emphasizes the critical role of the Supervisors as the coaches and mentors.

3. Performance Review and Evaluation

This stage aims to assess both office and individual employee's performance level based on performance targets and measures and individual performances commitment contracts, all done on or before the 5th working day of the succeeding semester. The performance review and evaluation process involve 2 major assessments: (1) Office Performance and Assessment and (2) Performance Assessment for Individual Employees.

4. Performance Rewarding and Development Planning

This stage will have the summary list of employee rating with ranking, which will be the basis for the performance rewarding and development planning stage.

7.3 SPMS Rating Scale

| R | tating | |
|-----------|----------------------|--|
| Numerical | Adjectival | Description |
| 5 | Outstanding | Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence. |
| 4-4.99 | Very Satisfactory | Performance exceeded expectations. All goals, objectives, and targets were achieved above the established standards. |
| 3 – 3.99 | Satisfactory | Performance met expectations in terms of quality of work, efficiency, and timeliness. The most critical annual goals were met. |
| 2-2.99 | Unsatisfactory | Performance failed to meet expectations, and/or one or more of the most critical goals were not met. |
| 1-1.99 | Poor | Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. |

SECTION 8

LEARNING & DEVELOPMENT AND OTHER MECHANISM

8.1 Learning and Development Program

Career and development programs offered by the Human Resource Management Office and other training institutions. Its primary objective is to develop and/or enhance the potentials and capabilities of all officials and employees especially in the delivery of quality service to the public. It is categorized as follows:

1. Orientation Programs

These programs include courses designed to inform and motivate new employees under the City Government about its thrusts, programs operations, benefits, duties and responsibilities.

2. Re-Orientation Programs

This program is designed for employees who have been in service for more than five years to re-orient them on their duties and responsibilities, policies and programs implemented.

3. Employee Development Programs

These are skills enhancement-oriented courses aimed at maintaining a high level of performance efficiency.

4. <u>Professional / Technical / Scientific Programs</u>

The program caters to professional, technical and scientific skills and knowledge enhancement.

Supervisory Development Programs

These programs refer to courses which are aim to enhance leadership and supervisory competency.

Middle Management Program

The training courses designed to provide division chiefs, middle manager and other officials with the same rank with management, leadership and administrative skills to assist them for higher level responsibilities.

7. Executive Management Program

The continuing education to enhance the managerial and leadership skills of government officials or executives.

8. <u>Value Development Program</u>

These programs are designed to enhance values in public service.

9. Pre-Retirement Seminar

To provide prospective retirees with knowledge on the government retirement plan and benefits. And information in an after-employment business opportunity.

8.2 Human Resource Development Committee (HRDC)

The Human Resource Development Committee (HRDC) is a personnel mechanism that provides support functions to the management in matters pertaining to selection of Agency nominees to trainings, career development and scholarship programs in accordance to civil service policies and standards without discrimination to age, gender and sex, civil status, ethnicity, religious beliefs, disability and political affiliation, thereby ensuring the observance of the "Equal Opportunity Policy."

8.3 Other Mechanisms

Grievance Machinery

The Grievance Machinery seeks to promote harmony and productivity in the workplace by addressing grievance between or among government officials and employees even to non-career employees whenever applicable.

Human Resource Merit Promotion and Selection Board (HRMPSB)

The Personnel Selection Board is established to perform formal screening procedures and formulate criteria for the evaluation of candidates for appointment and maintain fairness and impartiality in the selection of personnel for employment in order to develop and maintain a truly competent, efficient, and effective work force to keep the quality of public service.

Program on Awards and Incentives for Service Excellence (PRAISE)

The PRAISE System is "designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest". (CSC MC No. 010112 Series of 2001).

Committee on Decorum and Investigation (CODI)

The Committee on Decorum and Investigation (CODI) is responsible for receiving complaints of sexual harassment and investigates them with the prescribe procedure as provided in Rule VI of E.O. No. 13, Series of 2002, on Administrative Disciplinary Rules on Sexual Harassment Cases in the City Government of Daygo.

Bilis Aksyon Partner (BAP)

The counterpart Áction Officer of the Civil Service Commission under the Mamamayan Muna Program in every agency pursuant to CSC MC No. 3, s. 1994.

Investigating Committee

The Investigating Committee is created to put into place an effective and impartial system to conduct proper administrative proceeding, ensure proper observance of due process, and avoid delay in the disposition or resolution of complaints against City Government of Davao employees.

LUPANG HINIRANG

Bayang magiliw Perlas ng Silanganan, Alab ng puso, Sa dibdib mo'y buhay.

Lupang Hinirang, Duyan ka ng magiting, Sa manlulupig, Di ka pasisiil.

Sa dagat at bundok,

Sa simoy at sa langit mong bughaw, May dilag ang tula At awit sa paglaya ng minamahal.

Ang kislap ng watawatmo'y Tagumpaynanagniningning, Ang bituin at arawniya Kailan pa ma'y di magdidilim. Lupa ng araw, ng luwalhati't pagsinta, Buhay ay langit sa piling mo; Aming ligaya, napag may mang-aapi Ang mamatay ng dahil sa iyo.

PANUNUMPA SA WATAWAT NG PILIPINAS

Ako ay Pilipino
Buong katapatang nanunumpa
Sa watawat ng Pilipinas
At sa bansang kanyang sinasagisag
Na may dangal, katarungan at
kalayaan Na pinakikilos ng
sambayanang Maka-Diyos,
Makakalikasan, Makatao at
Makabansa.

AWIT NG SERBISYO SIBIL

- I. Ang SERBISYO SIBIL ng Bayan ko Lingkod na tunay ngayon at kaylan man Laging tumutulong , laging nagpapayo At sa kawani ay siyang patnubay.
- II. Ang SERBISYO SIBIL ay tanghalin Ito ay ating dakilain
 - Maging tapat tuwina sa ating tungkulin Paglingkuran lagi Bayang giliw.
- III. Ang SERBISYO SIBIL ay lingkod na tangi Tayo na't ito'y ating ipagbunyi, MABUHAY!!!

 (Repeat I & II)

PANUNUMPA NG LINGKOD BAYAN

Ako'y isang lingkod bayan. Katungkulan ko ang maglingkod ng buong katapatan at kahusayan at makatulong sa katatagan at kaunlaran ng aking bayan. magiging bahagi ako ng kaayusan at kapayapaan sa pamahalaan at magiging halimbawa ako ng isang mamamayang masunurin at nagpapatupad na mga umiiral na batas at alituntunin nang pantay-pantay at walang kinikilingan. Magsisikap akong patuloy na maragdagan ang aking kabatiran at kaalaman. Ang bawat sandali ay ituturing kong gintong butil na gagawing kapaki-pakinabang. Lagi kong isasaalng-alang ang interes ng nkararami bago ang pansarili kong kapakanan. Isusulong ko ang mga programang mag-aangat sa antas ng kabuhayan ng mga mahihirap at aktibo akong makikibahagi para sa mga dakilang layunin sa lipunan. Hindi ako magiging bahagi at isiswalat ko ang anumang katiwalian na makaaabot sa aking kaalaman. Sa lahat ng panahon, aking pagsisikapang makatugin sa hamon sa lingkod bayan. Ang lahat ng ito para sa ating Dakilang Lumikha sa ating bayan. Kasihan nawa na Panainoon.

TAYO AY DABAWENYO

Sa dakong timog ng Mindanaw May isang lungsod na hinirang Ang likas niyang kayamanan Ay walang kapantay

Mga bundok, dagat, lupain Laging sagana sa pagkain At ang magagandang tanawin Kadluan ng aliw

Mutyang lungsod ng Dabaw Sa iyong paglalakbay Sa mithing kaunlaran Ikaw ay paglilingkuran

> Tayo ay Dabawenyo Na tapat at totoo Pangarap ay matamo Kaluwalhatian mo Lungsod ng Paraiso

Human Resource Management Office

Department Head: Officer-In-Charge, Ms. Melody C. Herrera

Assistant Department Head: VACANT

Division Chief of Administration Division:
Ms. Melody C. Herrera

Division Chief of Human Resources

Development Division:

Ms. Judith C. Gaona

Division Chief of Personnel Selection Division: Ms. Anna Liza D. Roque

Division Chief of Personnel Planning & Management Division:

Ms. Maria Theresa M. Colina

Division Chief of Personnel Benefits & Welfare
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