



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**BUDGET CIRCULAR**

No. 2020 - 3  
July 7, 2020

**TO :** Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy, State Universities and Colleges (SUCs), and Government-Owned or -Controlled Corporations (GOCCs); and All Others Concerned

**SUBJECT :** Guidelines on the Grant of the COVID-19 Duty Allowance to Government Personnel Who Volunteer for Deployment to the COVID-19 Mega Swabbing Facilities

**1.0 Background**

1.1 Administrative Order (AO) No. 31<sup>1</sup> dated June 15, 2020 authorizes the grant of the **COVID-19 Duty Allowance** to volunteer government employees and workers engaged through contract of service (COS) or job order (JO) basis who are deployed for work in the Mega Swabbing Facilities (MSFs) and other designated swabbing and test results processing facilities located in areas under any form of Enhanced Community Quarantine (ECQ) or General Community Quarantine (GCQ), in an amount not exceeding the sum of ₱500/day and an incentive equivalent to a maximum of 25% of the monthly basic salary per person.

1.2 AO No. 31 is in accordance with Item 4(g)(x) of Congress Joint Resolution No. 4 dated June 17, 2009 which authorizes the grant of allowances and benefits to employees across agencies under specific conditions and situations related to the actual performance of work, subject to prescribed rates, guidelines and regulations, as may be determined by the Department of Budget and Management (DBM).

**2.0 Purpose**

This Circular is issued to prescribe the guidelines on the grant of the COVID-19 Duty Allowance pursuant to AO No. 31.

<sup>1</sup> Authorizing the Grant of Duty Allowance to Government Personnel Who Volunteer for Deployment to the COVID-19 Mega Swabbing Facilities

### 3.0 Coverage

The guidelines and conditions in this Circular shall cover the following:

- 3.1 Civilian personnel in national government agencies (NGAs), including those in SUCs and GOCCs, occupying regular, contractual or casual positions;
- 3.2 Military personnel of the Armed Forces of the Philippines, Department of National Defense; and uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government; Bureau of Corrections under the Department of Justice; Philippine Coast Guard under the Department of Transportation; and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources; and
- 3.3 Workers engaged through COS, JO, or other similar schemes.

### 4.0 Guidelines and Conditions on the Grant of the COVID-19 Duty Allowance

The heads of government agencies may grant the COVID-19 Duty Allowance to their volunteer personnel/workers without the need for further approval by the DBM, subject to the following guidelines and conditions:

- 4.1 The COVID-19 Duty Allowance shall be composed of a **Daily Duty Allowance** not to exceed ₱500/day per person and a **One-time Duty Incentive** equivalent to a maximum of 25% of the monthly basic salary (MBS) of the volunteer government employee/worker, which shall be computed as follows:

$$\text{COVID-19 Duty Allowance} = \text{Daily Duty Allowance (₱500/day)} + \text{One-time Duty Incentive (Maximum of 25\% of MBS)}$$

- 4.1.1 The Daily Duty Allowance shall be computed as follows:

$$\text{Daily Duty Allowance} = \text{₱500} \times \frac{\text{Number of Days Deployed in the Designated Swabbing or Test Results Processing Facility During the Quarantine Period}}{\text{Total Number of Days Deployed}}$$

- 4.1.2 The One-time Duty Incentive shall be pro-rated based on the total number of days that the volunteer government personnel/workers are deployed in the designated swabbing/test results processing facility during the quarantine period, as follows:

Total Number of Days Deployed	Percentage of the Incentive
3 to 7	25%
8 to 12	50%
13 to 17	75%
18 or more	100%



- 4.2 The grant of the COVID-19 Duty Allowance to the volunteer government personnel/workers shall be limited to the duration of their assignment in the MSFs and other designated swabbing or test results facilities.
- 4.3 The personnel are occupying regular, contractual or casual positions, or are workers engaged through COS, JO, or other similar schemes.
- 4.4 The personnel/workers have been deployed in the MSFs or other swabbing or test results processing facilities on the prescribed official working hours by the head of agency or office during the period of implementation of any form of ECQ or GCQ in the location of such MSFs or other designated swabbing or test results processing facilities.
- 4.5 The total rate of the COVID-19 Duty Allowance shall be based on the number of days an employee/worker is deployed for work in the MSFs/other designated facilities, including the period of the requisite training prior to deployment, as certified by the head of the designated facility or the supervising officer of such work station.
- 4.6 For purposes of rationalizing the grant of the COVID-19 Duty Allowance, one day shall be equivalent to eight (8) working hours.

Hence, for facilities adopting a 12-hour or 24-hour shift as their prescribed official working hours for the duration of the ECQ or GCQ, the computation of the COVID-19 Duty Allowance for volunteers assigned thereat shall be adjusted proportionately.

- 4.7 Personnel who are already entitled to Hazard Pay, including the COVID-19 Hazard Pay authorized under AO No. 26 (s. 2020)<sup>2</sup>, Hazardous Duty Pay, Hazard Allowance, COVID-19 Special Risk Allowance authorized under AO No. 28 (s. 2020)<sup>3</sup>, or other similar benefits under existing laws, issuances, rules and regulations, or any combination thereof, such as public health workers, public social workers, science and technology personnel, and military and uniformed personnel, shall continue to be entitled to such benefits or the COVID-19 Duty Allowance, whichever is higher.

## 5.0 Funding Source

### 5.1 For NGAs

- 5.1.1 The amount required for personnel occupying regular, contractual or casual positions shall be charged against their available released Personnel Services (PS) allotments, while the amount required for COS or JO workers shall be charged against their available released Maintenance and Other Operating Expenses (MOOE) allotments, without need for prior authority from the

<sup>2</sup> 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 dated March 23, 2020

<sup>3</sup> Authorizing the Grant of Special Risk Allowance to Frontline Public Health Workers During the Period of the Enhanced Community Quarantine Relative to the COVID-19 Outbreak dated April 6, 2020

DBM, provided that all authorized mandatory expenses shall have been paid first.

5.1.2 Should an NGA have insufficient PS or MOOE allotments, as the case may be, to cover the full amount of the COVID-19 Duty Allowance, a lower but uniform rate may be granted for all qualified personnel.

5.2 For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets for FY 2020. A GOCC that does not have sufficient funds to fully cover the COVID-19 Duty Allowance may grant the same at a lower but uniform rate for all qualified personnel.

## **6.0 Retroactive Application**

The grant of the COVID-19 Duty Allowance shall be effective from the beginning of operations of MSFs and other designated swabbing or test results processing facilities.

## **7.0 Responsibilities of Agencies**


Agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

## **8.0 Resolution of Cases**

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

## **9.0 Effectivity**

This Circular shall take effect immediately.

  
**WENDEL E. AVISADO**  
Secretary

