



REPUBLICA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary*

**DepEd MEMORANDUM**  
No. 64, s. 2002

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**APR 02 2002**

**IMPLEMENTATION OF THE ADJUSTED WORKING HOURS FOR  
APRIL AND MAY, 2002 PURSUANT TO AO NO. 32, S. 2002**

To: Undersecretaries  
Assistant Secretaries  
Bureau/Center/Service Directors  
Regional Directors  
Schools Division Superintendents

1. For your information and guidance, enclosed is a copy of Administrative Order (AO) No. 32 dated March 18, 2002, entitled "*Providing For Adjusted Official Working Hours In All Departments, Bureaus, Offices And Other Agencies Under The Executive Branch of the Government, Including Government-Owned Or Controlled Corporations, During the Months of April and May of the Year 2002*".
2. To implement said AO, all DepEd central/field employees, who opt to adopt the adjusted working hours during the months of April and May, 2002, shall:
  - 2.1. report for work for four consecutive days each week, either from Monday to Thursday or from Tuesday to Friday, except on holidays;
  - 2.2. render not less than ten (10) hours of work a day exclusive of meal periods; official lunch break is at 12:00 noon to 1:00 p.m. regardless of the time they reported for work;
  - 2.3. report for work anytime from 7:00 a.m. to 9:00 a.m. and end work anytime between 6:00 p.m. and 8:00 p.m. after completing the ten-hour workday;
  - 2.4. be considered tardy if they report for work beyond 9:00 a.m. and undertime if they do not complete the ten hours in one workday;
  - 2.5. be deducted a ten-hour absence from their leave credits, if any, for a one day absence; and
  - 2.6. be allowed to render overtime services, if authorized in the exigency of the service, after working for ten hours for each workday, but not to extend beyond 9:00 p.m. and during holidays, Saturdays and Sundays, which shall be from 8:00 a.m. to 5:00 p.m..

3. The heads of offices shall:

- 3.1. ensure that at least 50% of the total employees in divisions/units shall report for work on Mondays and the remaining 50% on Fridays;
- 3.2. schedule the days-off of drivers together with those of their respective heads of offices;
- 3.3. submit the schedules of the employees' days-off which shall be fixed, to the Personnel Division/Unit in the central/field offices using the attached format, not later than April 3, 2002; and
- 3.4. ensure that employees who are essential to the implementation of programs and projects maintain the usual 5-day workweek.

4. Employees who opt to observe the usual five-day workweek shall continue to be governed by existing rules and regulations.

5. The adjusted working days shall take effect immediately, unless otherwise revoked.

6. In relation to Administrative Order No. 32, DBM Budget Circular No. 2002-2 s. of 2002, copy attached, prescribes the guidelines, rules and regulations for the computation of salaries, wages and other compensation for the months of April and May 2002.

7. Wide dissemination of this Memorandum is desired.

*SJP*  
ERNESTO S. PANGAN  
*Undersecretary*

/lgj

Encl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
EMPLOYEES  
OFFICIALS  
SERVICE

**Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Pasig City**

**SCHEDULE OF DAY-OFF  
Pursuant to Administrative Order No. 32**

Office: \_\_\_\_\_

**MALACAÑANG<sup>®</sup>**  
MANILA

**ADMINISTRATIVE ORDER NO. 32**

**PROVIDING FOR ADJUSTED OFFICIAL WORKING HOURS IN ALL DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES UNDER THE EXECUTIVE BRANCH OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, DURING THE MONTHS OF APRIL AND MAY OF THE YEAR 2002**

**WHEREAS**, it is the policy of the State to encourage and promote domestic tourism;

**WHEREAS**, tourism has been identified as one of the largest contributors to the country's gross domestic product and a major contributor to the growth and development of the national economy;

**WHEREAS**, knowledge and awareness on the part of our citizens of our country's various natural, historical and cultural heritage can make a significant contribution to the nation's goals of national unity and socio-economic, cultural and educational development;

**WHEREAS**, as front liners in the public service, government employees could best encourage the promotion of domestic tourism by imparting their own experiences to the public;

**WHEREAS**, to enable government employees to visit the various domestic tourism destinations in the country and for them to convey the knowledge and experience they have gained during their travels, the Secretary of the Department of Tourism recommends the adjustment of their official working hours during specific regular working days of the week in the summertime.

**NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO**, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

**SECTION 1.** During the months of April and May of the year 2002, employees of all departments, bureaus, offices and other agencies under the executive branch of the government, including government-owned or controlled corporations, shall have the option not to report for work on Mondays or on Fridays provided that during said period:

- (a) such employees shall report for work four (4) consecutive days of each workweek, except on holidays;
- (b) such employees shall render not less than ten (10) hours of work a day, exclusive of meal periods, either from Tuesday to Friday or from Monday to Thursday of each workweek, except on holidays; and



(c) the head of the concerned department, bureau, office, agency or government-owned or controlled corporation shall ensure that at least half of its workforce shall report for work on Mondays and the other half on Fridays to assure the efficient delivery of basic governmental services to the public. The concerned department, bureau, office, agency or government-owned or controlled corporation must have a full or complete workforce on Tuesdays, Wednesdays and Thursdays.

**SECTION 2.** This Administrative Order shall not cover the Armed Forces of the Philippines, the Philippine National Police, the Philippine Coast Guard, government hospitals and health centers and other government agencies involved in providing health, safety, police, security, protection and other emergency services.

**SECTION 3.** All concerned departments, bureaus, offices, agencies and government-owned or controlled corporations are directed to promulgate the appropriate rules and regulations for the efficient implementation of this Administrative Order.

**SECTION 4.** The Department of Budget and Management is hereby directed to issue the necessary guidelines, rules and regulations to provide for adjustments in the wages or compensation, including PERA, ADCOM and payment for overtime services, of government employees affected by the implementation of this Administrative Order.

**SECTION 5.** The legislative and judicial branches of the government, the constitutional commissions and the private sector are encouraged to adopt the above mentioned official working hours during the months of April and May of the year 2002.

**SECTION 6.** This Administrative Order shall take effect immediately upon approval.

City of Manila, March 18, 2002.

By the President:

  
ALBERTO G. ROMULO  
Executive Secretary



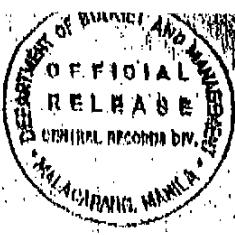
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REPUBLIC OF THE PHILIPPINES

# Department of Budget and Management

Malacañang, Manila



## BUDGET CIRCULAR

No. 2002 - 2

March 26, 2002

**TO:** Heads of Departments, Bureaus, Offices and Agencies of the National Government; State Universities and Colleges; Government-Owned and/or Controlled Corporations (GOCCs); Government Financial Institutions (GFIs); Local Government Units; and All Others Concerned

**SUBJECT:** Prescribing Guidelines, Rules and Regulations for the Computation of Salaries, Wages, and Other Compensation for the Months of April and May 2002 In Relation to Administrative Order (AO) No. 32

### 1.0 Purpose

This Circular is issued to prescribe the guidelines, rules and regulations for the adjustment/computation of salaries, wages, overtime pay, Personnel Economic Relief Allowance (PERA), Additional Compensation (ADCOM) and other allowances paid on monthly/daily basis of government employees upon implementation of AO No. 32, Providing for the Adjusted Official Working Hours in all Departments, Bureaus, Offices and Other Agencies under the Executive Branch of the Government, Including Government-Owned or Controlled Corporations, During the Months of April and May of the Year 2002.

### 2.0 Coverage

2.1 These guidelines, rules and regulations shall apply to all employees under the Executive Branch of the government, GOCCs, GFIs and local water districts (LWDs) which will opt to adopt the adjusted working hours.

2.2 The Legislative and Judicial Branches of the Government, Constitutional Commissions, Subsidiaries of GOCCs/GFIs, and local government units (LGUs) are encouraged to adopt the adjusted official working hours and the provisions of this Circular at their own discretion.

### 3.0 Exemption

These guidelines, rules and regulations shall not apply to the following:

3.1 all uniformed personnel of the Armed Forces of the Philippines, of the Department of the Interior and Local Government and of the Philippine Coast Guard;

3.2 employees of government hospitals and health centers and other government agencies involved in providing health, safety, police, security, protection and other emergency services;

*JM*

3.3 government employees who work in any of the three (3) shifts per day in agencies which provide 24 hours service a day; and

3.4 individuals whose services are hired not as part of the regular workforce and such hiring bears no employee-employer relationship like consultants and experts, contract workers hired on piecework basis (paklao workers), student laborers and apprentices, and others similarly situated.

#### 4.0 Salaries/Wages

4.1 Annex A and Annex B shall be used as references in determining daily or hourly salary/wage rates of civilian employees of national government agencies, GOCOs, GFIs and LWDS.

4.2 The monthly rates contained in the Salary Schedule under National Budget Circular No. 474, dated June 15, 2001, and their corresponding hourly rates shall not change. Only the daily rates shall change in view of the change in the number of working hours per day.

4.3 In accordance with Republic Act No. 6758, the monthly rate in the salary schedule shall be divided by 22 working days a month to get the daily rate. The daily rate thus derived shall be divided by 8 hours per day to get the hourly rate. The hourly rates shall be multiplied by 10 hours to get the daily rate for April and May 2002.

4.4 The daily rate of government employees regardless of status who opt to adopt AO No. 32 are as shown in Annex A.

4.5 The total wage per month for a daily paid employee shall not exceed the authorized monthly rate.

4.6 These daily rates are applicable only for April and May 2002.

4.7 These daily rates shall not be used in computing Retirement Gratuity/Terminal Leave Benefits.

#### 5.0 Overtime (OT) Services With Pay

5.1 To encourage and promote domestic tourism as intended by AO No. 32, overtime work should be avoided except when absolutely necessary as may be determined by the agency head who may further issue related additional guidelines.

5.2 In accordance with Budget Circular (BC) No. 10, dated March 29, 1996, overtime services, if any, shall be paid at plus 25% of the hourly rate except for holidays and previously established rest days. Annex B shows the hourly rates.

#### 6.0 Personnel Economic Relief Allowance (PERA), Additional Compensation (ADCOM) and Other Allowances Paid on a Monthly or Daily Basis

The PERA, ADCOM and other allowances of a government employee paid on a daily basis, part-time basis or for a fraction of a working day shall be computed as follows:

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PERA or ADCOM or Allowance = Monthly Rate x no. of hours worked  
176 hours during the month

The PERA, ADCOM and other allowances for the month shall not exceed the authorized monthly rate.

Daily-paid employees who did not incur any absences without pay during each month shall be entitled to the full amount of the PERA and ADCOM.

#### 7.0 Night-Shift Differential Pay

The Night-Shift Differential Pay authorized under BC No. 8, series of 1995 is applicable only to employees who work during the night shift of agencies required to provide 24 hours service. It shall not apply to the regular work performed after 6 PM of employees of agencies adopting the 4 day work week.

#### 8.0 Applicability to LGUs

LGUs that opt to adopt the adjusted official working hours prescribed in AO No. 32 shall likewise adopt the formulae contained in 4.3 and 6.0 hereof.

#### 9.0 Responsibility of the Head of Agency

The head of agency shall be held responsible and personally liable for any payment of salaries/wages and additional compensation not in accordance with the provisions of this Circular, without prejudice, however, to the refund of any excess payment by the employee concerned.

#### 10.0 Effectivity

This Circular shall take effect April 1, 2002 until May 31, 2002.

*Mamai*  
EMILIA T. BONCODIN  
Secretary

## Annex A

### Salary Schedule (Monthly/Daily) for the Months of April and May 2002

SG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	SG
	Monthly	Daily	Monthly	Daily	Monthly	Daily	Monthly	Daily	
1	5,022	208.75	5,209	205.97	5,356	302.55	5,473	510.97	5,570
2	5,540	214.77	5,658	212.61	5,820	310.98	5,968	316.83	6,114
3	6,059	218.13	6,139	215.55	6,323	320.40	5,923	308.49	6,684
4	6,322	217.57	6,884	219.77	6,251	308.25	7,122	308.98	7,198
5	7,048	210.17	7,218	410.17	7,356	420.40	7,584	430.91	7,774
6	7,586	432.16	7,136	442.25	7,922	454.98	8,191	465.40	8,596
7	8,129	462.46	8,341	471.82	8,650	485.80	8,764	497.25	9,394
8	8,708	494.25	5,928	517.16	9,149	549.32	9,326	532.84	9,612
9	9,318	529.43	8,551	542.57	9,790	586.22	10,024	570.17	10,286
10	9,838	564.72	10,188	573.61	10,442	592.30	10,704	602.16	10,971
11	10,295	598.55	10,736	611.92	11,085	624.85	11,344	644.55	11,527
12	11,167	636.49	11,406	650.34	11,733	686.65	12,008	683.30	12,253
13	11,837	677.59	12,134	689.43	12,496	705.59	12,747	724.26	13,005
14	12,506	712.46	12,861	730.74	13,142	748.86	13,511	767.73	13,850
15	13,300	755.68	13,632	774.53	13,875	795.92	14,222	813.75	14,580
16	14,108	801.02	14,450	821.32	14,811	847.33	15,150	862.67	15,561
17	14,944	848.00	15,317	872.26	15,700	892.05	16,092	914.22	16,488
18	15,801	902.06	16,227	922.56	16,845	945.53	17,055	968.26	17,485
19	16,702	954.66	17,211	977.95	17,841	1002.53	18,053	1027.46	18,353
20	17,700	1,011.51	18,244	1,056.97	18,869	1,082.44	19,168	1,089.28	19,547
21	18,750	1,051.70	18,854	1,078.67	19,445	1,115.00	19,934	1,132.81	20,459
22	19,821	1,098.51	18,722	1,125.14	20,225	1,148.15	20,721	1,177.50	21,229
23	20,920	1,157.91	20,521	1,185.57	21,085	1,218.17	21,561	1,255.06	22,086
24	21,225	1,182.13	21,342	1,212.57	21,677	1,242.01	22,423	1,274.02	22,985
25	21,681	1,250.45	22,187	1,281.18	22,751	1,320.57	22,321	1,353.05	23,557
26	22,221	1,279.50	23,004	1,311.30	23,682	1,344.43	24,253	1,378.01	24,859
27	23,422	1,330.50	24,008	1,364.05	24,608	1,398.24	25,223	1,427.13	25,823
28	24,259	1,384.05	24,885	1,418.64	25,503	1,456.15	26,232	1,480.45	26,887
29	25,353	1,452.34	25,867	1,475.40	26,615	1,512.25	27,251	1,550.05	27,904
30	26,375	1,540.65	26,951	1,587.55	30,234	1,725.75	31,985	1,767.76	31,532
31	40,425	2,285.38	41,438	2,354.32	42,471	2,453.13	42,513	2,473.47	44,421
32	42,240	2,525.30	47,255	2,580.53	46,254	2,737.90	49,765	2,822.83	50,995
33	50,750	3,261.25							

**Salary Schedule (Monthly/Hourly) for the Months of April and May 2002**

Annex B

SC	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	Hourly							
1	5.00	26.00	52.00	100.00	5.00	20.00	40.00	80.00
2	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
3	6.00	32.00	63.00	125.00	6.00	24.00	48.00	96.00
4	6.00	32.00	63.00	125.00	6.00	24.00	48.00	96.00
5	7.00	40.00	70.00	140.00	7.00	28.00	56.00	112.00
6	7.00	40.00	70.00	140.00	7.00	28.00	56.00	112.00
7	7.00	40.00	70.00	140.00	7.00	28.00	56.00	112.00
8	8.00	48.00	80.00	160.00	8.00	32.00	64.00	128.00
9	8.00	48.00	80.00	160.00	8.00	32.00	64.00	128.00
10	8.00	48.00	80.00	160.00	8.00	32.00	64.00	128.00
11	10.00	56.00	96.00	192.00	10.00	40.00	80.00	160.00
12	10.00	56.00	96.00	192.00	10.00	40.00	80.00	160.00
13	11.00	64.00	114.00	228.00	11.00	44.00	88.00	176.00
14	11.00	64.00	114.00	228.00	11.00	44.00	88.00	176.00
15	12.00	72.00	124.00	248.00	12.00	52.00	104.00	208.00
16	12.00	72.00	124.00	248.00	12.00	52.00	104.00	208.00
17	12.00	72.00	124.00	248.00	12.00	52.00	104.00	208.00
18	13.00	80.00	132.00	268.00	13.00	60.00	120.00	240.00
19	13.00	80.00	132.00	268.00	13.00	60.00	120.00	240.00
20	13.00	80.00	132.00	268.00	13.00	60.00	120.00	240.00
21	14.00	88.00	140.00	288.00	14.00	68.00	136.00	264.00
22	14.00	88.00	140.00	288.00	14.00	68.00	136.00	264.00
23	15.00	96.00	148.00	308.00	15.00	76.00	144.00	280.00
24	15.00	96.00	148.00	308.00	15.00	76.00	144.00	280.00
25	16.00	104.00	156.00	328.00	16.00	84.00	152.00	296.00
26	16.00	104.00	156.00	328.00	16.00	84.00	152.00	296.00
27	17.00	112.00	164.00	348.00	17.00	92.00	160.00	312.00
28	17.00	112.00	164.00	348.00	17.00	92.00	160.00	312.00
29	18.00	120.00	172.00	368.00	18.00	100.00	176.00	328.00
30	18.00	120.00	172.00	368.00	18.00	100.00	176.00	328.00
31	19.00	128.00	180.00	388.00	19.00	108.00	184.00	344.00
32	19.00	128.00	180.00	388.00	19.00	108.00	184.00	344.00
33	20.00	136.00	188.00	408.00	20.00	116.00	192.00	360.00
34	20.00	136.00	188.00	408.00	20.00	116.00	192.00	360.00