



National Tobacco Administration

Employee Handbook

2022 Edition

Purpose of the Handbook

This Personnel Handbook is a communication tool designed to provide general information pertaining to the Agency's vision, mission, culture, policies, and procedures aimed towards fostering a healthy management-employee relationship. Likewise, this seeks to create transparency and consistency in doing things across the organization, which in turn will keep the management and employees on the same page.

The contents of this handbook may be updated from time to time to comply with new laws and regulations, which may affect personnel policies and administration.

EMPLOYEE ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the NTA Employee Handbook and have read, understood, and familiarized myself with the Agency's general policies, rules and regulations, including my obligations as an employee. As a public servant, I will abide by such governing rules, regulations, and policies, and will perform my obligations and duties conscientiously. Finally, this is to confirm that I was properly informed and oriented of its contents.

NAME OF EMPLOYEE AND SIGNATURE
ABOVE PRINTED NAME

Date _____

Employee ID No. _____



TABLE OF CONTENTS

Message from the Administrator/CEO	xiii
Message from the Deputy Administrator for Support Services	xix
Foreword	xx
Chapter 1 The National Tobacco Administration	1
1.1 Brief History	1
1.2 Agency Mandate	2
1.3 Powers and Functions	3
1.4 Vision	3
1.5 Mission	3
1.6 Core Values	3
1.7 NTA Logo and Its Significance	4
1.8 NTA Hymn	4
1.9 NTA Tagline	5
1.10 ISO Journey	6
Chapter 2 Organizational Structure	7
2.1 NTA Quality Policy	7
2.2 NTA Organizational Structure	8
Chapter 3 Personnel Policies	9
3.1 Classification of Service	9
3.2 Levels of Position	10
3.3 Leave of Absence	10
3.3.1 Procedure in the Filing, Processing and Approval of Application for Leave	10
3.3.2 Leave Computation	11
3.3.3 Tardiness	11
3.3.4 Undertime	12
3.4 Half Day Absence	12
3.5 Habitual Absenteeism	12
3.6 Unauthorized Undertimes	13
3.7 Habitual Tardiness	13
3.8 Leave of Absence Without Pay	13
3.9 Absence Without Official Leave	14
3.10 Certain Modes of Separation	15



3.10.1	Resignation	15
3.10.2	Dismissal	15
3.10.3	Other modes	15
3.11	Extension of Government Service	16
3.12	Office Issuance and Internal Correspondence	16
3.13	Maintenance and Disposal of Employees 201/120 Files	17
Chapter 4	Leave Benefits and Privileges	18
4.1	Entitlement and Computation of Leave Credits	18
4.2	Commutation of Leave Credits	21
4.3	Vacation Leave	21
4.4	Mandatory/Forced Leave – 5 days	21
4.5	Sick Leave	22
4.6	Maternity Leave – 105 days	22
4.7	Additional Maternity Leave – 15 days	23
4.8	Extended Maternity Leave – Up to 30 days	23
4.9	Allocation of Maternity Leave Credits	23
4.10	Paternity Leave – 7 days	23
4.11	Special Privilege Leave – 3 days	24
4.12	Solo Parent Leave – 7 days	25
4.13	Study Leave – Up to 6 months	25
4.14	Violence Against Women and Children Leave – 10 days	25
4.15	Rehabilitation Leave – Up to 6 months	25
4.16	Special Leave Benefits for Women – Up to 2 months	26
4.17	Special Emergency (Calamity)Leave – Up to 5 days	26
4.18	Monetization of Leave Credits	27
4.19	Terminal Leave	28
4.20	Adoption Leave	30
Chapter 5	Administrative Discipline, Complaints and Grievances	31
5.1	Grievance Mechanism	31
5.1.1	Modes of Settling Disputes	31
5.1.2	Grievance Procedures	33
5.1.3	NTA Grievance Committee	35
5.2	Administrative Offences and Penalties	36
5.3	Code of Conduct and Ethical Standards for Public Officials and Employees	37



Chapter 6	Employee Well-Being	41
6.1	Health and Safety Policy	41
6.2	Vaccination	41
6.3	Personal Safety Practices	41
Chapter 7	Compensation and Employee Benefits	42
7.1	Monthly Basic Pay	42
7.2	Salaries and Wages Without Pay	43
7.3	Step Increment	43
7.4	Standard Allowances and Benefits	43
7.4.1	Year-end Bonus and Cash Gift	43
7.4.2	Uniform/Clothing Allowance (U/CA)	45
7.4.3	Personnel Economic Relief Allowance (PERA)	45
7.5	Specific-Purpose Allowances and Benefits	46
7.5.1	Hazard Pay	46
7.5.2	Compensation for Overtime Work	46
7.5.2.1	Compensatory Time-Off	47
7.5.2.2	Availment of Compensatory Time-Off	47
7.5.3	Compensatory Overtime Credit (COC)	48
7.5.3.1	Use of COC	48
7.5.4	Overtime Pay	49
7.5.4.1	Limitations on Overtime Pay	50
7.5.5	Night Differential Pay	51
7.5.6	Honorarium	51
7.5.7	Special Counsel Allowance	52
7.5.8	Subsistence Allowance	52
7.5.9	Magna Carta Benefits for Scientists, Engineers, Researchers, and other Science and Technology (S&T) Personnel	53
7.5.9.1	Honorarium	53
7.5.9.2	Hazard Allowance	54
7.5.9.3	Subsistence Allowance	54
7.5.9.4	Laundry Allowance	54
7.5.9.5	Housing and Quarter Allowance	54
7.5.9.6	Longevity Pay	54
7.5.9.7	Medical Examination	55
7.5.9.8	Non-DOST S & T Personnel	55
7.5.10	Representation and Transportation Allowance (RATA)	55
7.6	Incentives	56



7.6.1	Loyalty Award	56
7.6.2	Anniversary Bonus	57
7.6.3	Mid-Year Bonus	57
7.6.4	Productivity Enhancement Incentive (PEI)	58
7.6.5	Collective Negotiation Agreement (CNA) Incentive	58
7.7	Other Compensation	60
7.7.1	Performance-Based Bonus (PBB)	60
7.8	Other Benefits	60
7.8.1	Communication Allowance (CA)	60
7.8.2	Cost of Participation in Conference, Seminars, etc.	61
7.8.3	Official Vehicles and Transport	62
7.8.4	Allowance for Local and Foreign Travel	62
7.8.4.1	Daily Travel Expenses	63
7.8.4.2	Transportation Expenses	63
7.8.4.3	Daily Subsistence Allowance	63
7.8.5	Cultural and Athletic Activities	63
7.8.6	Quarters Privilege	63
7.8.7	Extraordinary and Miscellaneous Expenses (EME)	64
Chapter 8	Program on Awards and Incentives for Service Excellence (PRAISE)	66
8.1	Outstanding Performance Individual Awards Category	66
8.2	Honor Awards	67
8.3	Service Award	67
Chapter 9	Human Resource Merit Promotion and Selection	68
9.1	Employment Status	68
9.1.1	Permanent	68
9.1.2	Temporary	68
9.1.3	Coterminous	69
9.2	Probationary Period	69
9.3	Effectivity of Appointment, Oath of Office, Assumption to Duty	70
9.4	Human Resource Merit Promotion and Selection Board (HRMPSB).....	71
9.5	Recruitment Process	72
9.5.1	Publication and Posting of Vacant Positions	74
9.5.2	Qualification Standards	75
9.6	Nature of Appointment	76
9.6.1	Original	76
9.6.2	Promotion	76
9.6.3	Transfer	76



9.6.4	Reemployment	76
9.6.5	Reappointment	76
9.6.6	Reinstatement	77
9.6.7	Demotion	77
9.6.8	Reclassification	77
9.7	Other Human Resource Actions	77
9.7.1	Reassignment	77
9.7.2	Detail	78
9.7.3	Designation	78
9.8	Protest on Appointment	78
Chapter 10	Workplace Practices	80
10.1	Office Decorum and Discipline	80
10.1.1	Work Professionalism	80
10.1.2	Relationship with Officials and Co-employees	81
10.1.3	Telephone Usage	81
10.1.4	Economy in the Use of Water, Electricity and Office Supplies	81
10.2	Dress Code and Uniform	82
10.2.1	Identification Card	83
10.2.2	Personal Grooming	83
10.2.3	Sanctions for Violations	83
10.3	Workplace Visitor	83
10.4	Office Attendance	84
10.5	Daily Time Record / Biometric Attendance System	84
10.6	Work Schedule	85
10.6.1	Flexi-time Work Schedule	85
10.6.2	Sliding Flexi-time Schedule	86
10.7	Flag Raising Ceremony	86
10.8	Clearance from Money, Property and Work-Related Accountabilities	86
10.9	Request for Authority for Local Travel and International Travel	87
10.9.1	Local Travel – Official	87
10.9.2	International Travel – Official	88
10.9.3	Local and International – Personal	88
10.10	Reimbursement of Expenses Advanced by Employees	88
10.11	Housekeeping and Disinfection	89
10.12	Access to Records	90
10.12.1	201 File	90
10.13	Change in Personal Information	91



10.14	Use of NTA Name and Letterhead	92
Chapter 11	Benefits from Other Government Institutions and In-House Financial Institutions	93
11.1	Government Service Insurance System (GSIS)	93
11.1.1	Membership under Republic Act No. 8291 or Revised Government Service Insurance Act of 1977	94
11.1.2	Benefits under RA 8291	94
11.2	Philippine Health Insurance Corporation (PhilHealth)	97
11.3	Pag-Ibig Fund (Home Development Mutual Fund)	97
11.4	Social Security System (SSS)	98
11.5	Ginintuang Ani Foundation Inc. (GAFI)	98
Chapter 12	Employee Training	99
12.1	Training	99
12.1.1	Training Institutions	100
12.1.2	In-House Training	100
12.1.3	Guidelines on the Conduct of Training Programs	100
12.1.4	Post Training Efficiency Assessment	101
Chapter 13	Proper Use of NTA/Rental Facility/Property	102
13.1	Proper Use of NTA Facilities/Properties	102
13.2	Use of Rental Facilities/Properties	102
Chapter 14	Public Communications	103
14.1	Press Releases / Media Relations	103
14.2	Radio Programs / Public Service Messages	103
14.3	Quick Response	104
Chapter 15	Statement of Assets, Liabilities and Net Worth (SALN)	105
Chapter 16	Strategic Performance Management System (SPMS)	107



Annexes

1 Application for Leave form (CS Form No. 6, Revised 2020)	112
2 Appointment Form (CS Form 33-A, Revised 2018)	113
3 Assumption to Duty (CS Form No. 4, Revised 2018)	114
4 Clearance From Money, Property and Work-Related Accountabilities (CS Form No. 7, Revised 2017)	115
5 Individual Performance Commitment and Review Form (Sample IPCR form)	116
6 Oath of Office (CS Form No. 32, Revised 2018)	117
7 Medical Certificate (CS Form No. 211, Revised 2018, for Original Appointment and Reemployment)	118
8 Notice of Allocation for Maternity Leave Form (CS Form No. 6a , Series of 2020)	119
9 Office Performance Commitment and Review Form (Sample OPCR form)	120
10 Personal Data Sheet (CS Form 212, Revised 2017)	121
11 Position Description Form (DBM CSC Form No. 1, Revised 2017; for All Types of Appointments)	122
12 Post Training Effectiveness Assessment Form	123
13 SALN Form (Sample CSC Form, Revised as of January 2015)	124
14 SALN Form Additional Sheet (Revised as of January 2015)	125



MESSAGE



THIS updated version of the Employee Handbook was prepared to demonstrate the appreciation and commitment of the NTA to the men and women who have chosen to serve by supporting the mission of the agency. It aims to foster the well-being and development of each personnel by outlining the policies, procedures and standards that govern their employment.

By articulating the expectations of the agency, it is hoped that we can cultivate more productive and positive in-person connections at the workplace and ensure the continued progress of the organization.

It goes without saying but a purpose-driven and collaborative team ethic is the foundation of any successful undertaking. To this effect, I implore all NTA officials and employees to perform their responsibilities with the highest commitment to integrity, professionalism, and civility. Observe the Code of Conduct and Ethical Standards promulgated by the government, which, above all, emphasizes the upholding of the public interest over and above one's own (besides service to God).

In the end, we recognize that we are continually evaluating our roles and responsibilities within the context of the existing conditions of a democratic government. The onset of the COVID-19 pandemic may have caused various setbacks but we should view these delays as opportunities to strengthen the partnership of our team.

I strongly encourage everyone to continue learning and innovating as may be necessary in order to elevate the overall quality of our public service and better serve our stakeholders.

To the hard-working and dedicated employees of the NTA, the work that you do is crucial to the economic security of our farmers and their families. By choosing public service, you are continuing a proud tradition at the heart of this nation's life. We thank you for your service, sacrifice and everything you do for this organization.

ROBERT VICTOR G. SEARES, JR.

Administrator/CEO & Vice Chairman, NTA Governing Board



MESSAGE

IT was in June 2020, when I joined the National Tobacco Administration as the agency's Deputy Administrator for Support Services. It was a challenging time, since it was at the height of the public health emergency at that time.

One of my primary tasks as the Deputy Administrator for Support Services is to supervise both the Administrative and Finance departments, and I must admit that it was a dauntless task. Nonetheless, I served and persevered. The effectiveness, adequacy and responsiveness of both departments that respond to the needs of the employees must be always ensured, while also providing the support services and unhampered delivery of services to our tobacco stakeholders.

As the sole tobacco agency in the country, we must make sure that the policies, rules, and regulations must be observed by every official and employee; thus, the publication of this employee handbook.

The publication of this Handbook would not be possible without the support from the Top Management, inspired by the proactive leadership of the Administrator and CEO Robert Victor G. Seares Jr., and without the contributions of everyone, in one way or another.

May this serve as an inspiration to others, and a proof that we can prosper and thrive at work despite the constant challenges in the tobacco industry.



BENEDICTO M. SAVELLANO

Deputy Administrator for Support Services



FOREWORD

Welcome to NTA!

We are happy to have you as part of our team. You were hired because we believe in your potential to contribute to the achievements of the goals of NTA while also progressing in your career.

As an employee (human resource), you are the most important asset in our agency. With your Knowledge, Attitude, Skills, and Values (KASV), you can contribute effective plans and policies for the development of our natural resources specially our product (tobacco). In effect, our farmers can produce better goods toward the growth and development of the tobacco industry and agriculture industrialization.

In every Agency, there are four major resources needed: (1) Human Resources (people); (2) Financial Resources (money); (3) Physical Resources (Materials/ Infrastructure); and (4) Information Resources (managing IT).

Of the four resources, Man or Human Resource can make or unmake the other three resources. People navigate, influence, and direct the others.

In doing your assigned duties and responsibilities, as a member of NTA Family, may I advise you the following:

- Accept responsibility conscientiously,
- Be accountable for the outcome of your action,
- Take ownership of your mistake,
- Be irreplaceable by being different good. Do not be mediocre.

Lastly, strive to be a good employee like a four-leaf clover: hard to find and lucky to have.

Things work out best for those who make the best of how things work out. Nothing is impossible, the word itself says I'M POSSIBLE.

Mabuhay tayong lahat! Mabuhay ang NTA!

PERLA C. MANZON
Department Manager III
Administrative Department





Chapter 1

THE NATIONAL TOBACCO ADMINISTRATION

1.1 *Brief History*

The National Tobacco Administration (NTA) was created through Executive Order (EO) 245 issued by then President Corazon C. Aquino on July 24, 1987. Prior to this decree, she issued Executive Order No. 116 which provided for the integration and consolidation of eight distinct government agencies that dealt with the industry, namely, the Philippine Tobacco Administration (PTA), Philippine Virginia Tobacco Administration (PVTA), Philippine Tobacco Board (PTB), Philippine Virginia Tobacco Board (PVTB), Philippine Tobacco Research and Training Center (PTRTC), Virginia Flue-Curing Board (VFB), Virginia Tobacco Fuelwood Corporation (VTFC), and the National Tobacco Classification Council (NTCC). This consolidation was aimed at streamlining agencies with duplicatory functions, consolidating manpower and financial resources in the process and pursuing unified and coordinated effort in the development of the Philippine tobacco industry. It has become the sole government body that oversees and regulates the growth and development of the industry, and looks after the welfare of marginalized farmers.

In order to rationalize and streamline the Philippine tobacco industry, these agencies were merged into one entity which is now the NTA.

By generating the appropriate technology, the NTA aims to improve the quality of life of the tobacco farmers as a result of increased farm income and profitability, creation and expansion of demand through trade



promotion, quality assurance and new product uses as well as the reduction of leaf imports through the development of full flavor/blending tobacco.

Its social technology includes the enhancement of the capability and active participation and effective collaboration among tobacco farmers, private sector and other government agencies in the growth and development of the industry.

1.2 Agency Mandate

As the sole government tobacco agency, the NTA has been mandated, under its charter, to:

1. Improve the economic living conditions and raise the quality of life of the tobacco farmers, including those who depend upon the industry for their livelihood; and
2. Promote the balanced and integrated growth and development of the tobacco industry to help make agriculture a solid basis for industrialization.

With the enactment of Republic Act 9211, otherwise known as the Tobacco Regulation Act of 2003, NTA's mandates were further expanded to include:

- Tobacco Growers Assistance Program, to support financially the NTA-registered tobacco farmers who may be displaced due to the implementation of the Act, or have voluntary ceased planting tobacco;
- Promote the Tobacco Growers Cooperative Programs, to assist tobacco farmers in developing alternative farming systems, plant alternative crops and other livelihood projects;
- National Tobacco Free-Public Education Program, to provide scholarships for dependents of tobacco growers, in collaboration with state colleges and universities and technical and vocational schools; and
- Research and Development Program, to undertake studies in cooperation with the Department of Science and Technology (DOST) concerning technologies and methods to reduce the risk of dependence on and injury from tobacco product usage and exposure, (or quality assurance for tobacco and tobacco products),



development of alternative uses of tobacco and similar research programs.

1.3 Powers and Functions

To effectively and efficiently carry out its mandate, the Agency was vested with the specific powers to:

1. Promulgate and enforce rules and regulations on the production, standardization, classification, grading, and trading of tobacco and tobacco products as may be necessary to attain its purposes and objectives and pursue the policy of government on tobacco.
2. Conduct agricultural and industrial research and establish, operate, and maintain experimental stations.

1.4 Vision

In the medium term, the NTA shall have attained an improved quality of life of the tobacco farmers and other industry stakeholders thru increased productivity and other income-generating activities.

1.5 Mission

To enhance capabilities, build synergistic relationship among sectors, and mobilize resources for the development of the tobacco industry for the benefit of the tobacco farmers and other industry stakeholders.

1.6 Core Values

- INNOVATION
- PERFORMANCE EXCELLENCE
- CLIENT FOCUS
- TEAM WORK
- RESPECT FOR PEOPLE
- RESILIENCY
- ENTREPRENEURSHIP



1.7 NTA Logo and Its Significance

The OVERALL GRAPHIC SHAPE of the logo is patterned after a tobacco leaf, its angular stance represents the dynamism of the NTA, as well as, the foresight, commitment and determination of the major sectors of the tobacco industry, the Agency and the national leadership.

The topmost GREEN GRAPHIC, pointing upwards, represents the NTA's twin mandates of improving, firstly, the quality of life and income of the tobacco farmers including those whose livelihood depend on the industry and, secondly, the balanced growth of the tobacco industry.

The GOLDEN YELLOW, TAN AND DARK BROWN STRIPS, ALL WITH GREEN BANDS, AT THE BOTTOM HALF OF THE LOGO, represent the three types of leaf tobaccos which are commercially grown in the country, namely, Virginia, Burley and Native.

The YELLOW HALF-OVAL symbolizes the industry's bright future and global competitiveness, radiantly contributing to the national progress and prosperity.



1.8 NTA Hymn

NTA : Mga Ginintuan Mong Adhikain Aming Sama-samang Abutin

Ang Pambansang Pangasiwaan ng Tabako
 Alay ay kaunlara't kasaganaan sa bawat Filipino
 Sa lilim mo kami'y maglilingkod ng tapat at totoo
 Mga ginintuan mong adhikain, Oh NTA,
 Aming sama-samang abutin.

Kapakanan ng mga magsasaka
 Kaayusan ng kalakalan sa industriya
 Aming buong pusong iingat
 Buong buhay naming babantayan.

Pagpapabuti ng kalidad ng produkto
 Pagtuklas sa ibang gamit ng tabako
 Pangangalaga sa kalikasan
 Tungkuling aming gagampanan.



Ang Pambansang Pangasiwaan ng Tabako
Alay ay kaunlara't kasaganaan sa bawat Filipino
Sa lilim mo kami'y maglilingkod nang tapat at totoo
Mga ginintuan mong adhikain, Oh NTA,
Aming sama-samang abutin.

Sa paggamit ng makabagong teknolohiya
At mabisang paraan ng pagsasaka
Dulot ay aning masagana
Pag-asenso'y abot kamay na.

Ang Pambansang Pangasiwaan ng Tabako
Alay ay kaunlara't kasaganaan sa bawat Filipino
Sa lilim mo kami'y maglilingkod nang tapat at totoo
Mga ginintuan mong adhikain, Oh NTA,
Aming sama-samang abutin.

Ang Pambansang Pangasiwaan ng Tabako
Alay ay kaunlara't kasaganaan sa bawat Filipino
Sa lilim mo kami'y maglilingkod nang tapat at totoo
Mga ginintuan mong adhikain, Oh NTA,
Aming sama-samang abutin.

1.9 **NTA Tagline: “Natatangi at Tapat na Adhikain”**

NATATANGI (*Eng.* special, distinct, unequalled)

With the implementation of the five-year development program for the agency, the NTA aims to undertake changes and improvement in its services, and raise above standards its efforts in helping the tobacco growers. Programs shall be aligned with the four pillars of the OneDA agenda: Consolidation; Modernization; Industrialization; and Professionalization.

TAPAT (*Eng.* honest, devoted)

Our commitment to serve shall include transparency in operations and accountability for our actions.



ADHIKAIN (Eng. goal, objective)

We will be focused on our goal to serve our farmers and other stakeholders towards the achievement of an improved quality of life of the tobacco farmers and other stakeholders through increased productivity and other income-generating activities.

1.10 ISO Journey

NTA first earned the ISO Certification under 9001:2008 Quality Management System (QMS) in 2016 by the Société Générale de Surveillance (SGS) since 2016, for the following core processes or scope: Regulatory Services, Research and Development, and Technology Assistance, Extension and Production Support Services. It successfully transitioned to ISO 9001:2015 QMS in 2018 for its core processes, which incorporates risk thinking to enable organizations to identify and provide a systematic approach for a more efficient risk management.



Chapter 2

ORGANIZATIONAL STRUCTURE

2.1 NTA Quality Policy

The National Tobacco Administration commits to provide customers with Distinct Quality:

- Research and Development;
- Technology Assistance and Production Support; and
- Regulatory Services.

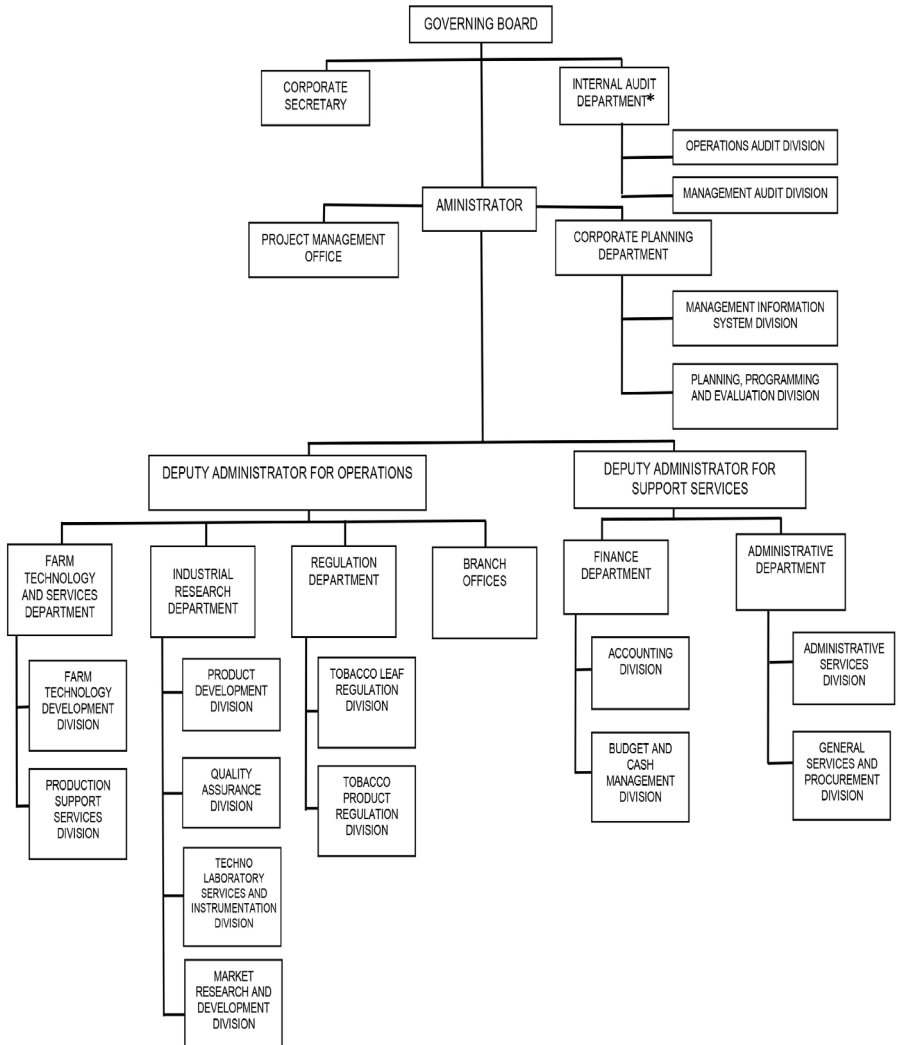
We affirm this commitment through:

- Application of continually-improving, cost-effective, income-increasing, environment-friendly, and stakeholder-focused approach of Management System;
- Compliance with Laws, Policies, Rules and Regulations concerning NTA operations; and
- Ensuring the quality, timeliness, adequacy and responsiveness of programs and services, to the full satisfaction of the customers, through collaborative consultation in the continuing development, implementation, review and enhancement.

This Quality Policy shall be made known to all employees and stakeholders, and shall be reviewed periodically for its continuing suitability.



2.2 NTA Existing Organizational Structure



* Per GCG Memorandum No. 2018-09 Restructuring the Internal Audit Service of the NTA, dated 22 October 2018



Chapter 3

PERSONNEL POLICIES

The personnel policies are based on issuances and memorandum circulars from the Civil Service Commission (CSC) and Executive Orders from the Office of the President.

3.1 **Classification of Service**

Executive Order (E.O.) No. 292 s. 1987 Chapter 2, Sec. 6 (2), Sec. 7, Sec. 9

Positions in the Civil Service shall be classified into career service and non-career service.

Career Service. The Career Service shall be characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Non-career Service. The Non-career Service shall be characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to a period specified by law, or which is coterminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.



3.2 Levels of Position

EO No. 292 s. 1987 Chapter 2, Sec. 8

Classes of positions in the career service appointment to which requires examinations shall be grouped into three major levels as follows:

First Level The first level includes 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 The second level includes 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;

Third Level The third level covers positions above the Division Chief level belonging in the Career Executive Service.

3.3 Leave of Absence

This is a right granted to officials and employees in the Civil Service not to report for work, with or without pay, as may be provided by law and the rules and regulations of the Civil Service Commission and in Book V of E.O. No. 292.

3.3.1 Procedures in the Filing, Processing and Approval of Application for Leave

1. Employees and officials are required to file their leave applications using the prescribed leave form (*CS Form No. 6 s. 2020, Annex 1*) in duplicate original copies (one for employee concerned and one for the HRMO) at the HRMO, whenever they go on leave of absence.
2. Employees need to identify the type of leave to be availed, location, number of days applied for and manner of commutation. (Box 6A – 6 D)



3. The Administrative Services Division (ASD) officer processes the application, including certification as to leave credits (Box 7 A). The form is then returned back to the employee or official who filed the leave of absence.
4. The authorized official or immediate supervisor where the employee belongs signs and recommends the application form (Box 7 B). The form is returned back to the employee or official concerned for submission to the ASD.
5. The Administrative Manager approves the application form (Box 7 C) and indicates the number of days the employee has been approved of the leave. The application form is submitted to the Deputy Administrator for Support Services for approval and to the Administrator/CEO, in the case of monetization of leave. The approved application form is returned back to the ASD for record-keeping and retention.

Leave application should be acted upon within five working days after receipt, otherwise deemed approved.

3.3.2 Leave Computation

On absence on a regular day with suspension of work, the deduction is equivalent to the time of start of official working hours up to the time the suspension of work is announced.

For purpose of granting leave of absence:

$\frac{1}{4}$ or more but less than $\frac{3}{4}$ = $\frac{1}{2}$ days

$\frac{3}{4}$ or more = one day

If there are no more leave credits available to the employee, deduction from or withholding of salary is allowed. (CSC Resolution No. 92-302 dated 20 February 1992)

3.3.3 Tardiness

It is failure to arrive at a time set. It is deducted from vacation leave credits, except if undertime is for health reasons supported by a medical certificate and application for leave.



3.3.4 Undertime

CSC MC No. 16 s. 2010

It is a working time that is less than the full time or the required minimum. It is usually incurred by an officer or employee who leaves or quits from work earlier than the usual eight-hour work schedule in a given working day. It is deducted from vacation leave credits, except if undertime is for health reasons supported by a medical certificate and application for leave.

Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten times a month for at least two months in a semester or at least two consecutive months during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be.

3.4 Half Day Absence

CSC MC No. 17 s. 2010

Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and

Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.

3.5 Habitual Absenteeism

An officer or employee in the Civil Service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the leave law for at least three months in a semester or at least three consecutive months during the year.

In case of claim of ill-health, heads of department or agencies are encouraged to verify the validity of such claim and, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, in the cases of employees who absent themselves from work before the approval of their application should be disapproved outright.



In the discretion of the head of any department, agency or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave. Those found violating the leave laws, rules or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

3.6 Unauthorized Undertimes

Employees intending to go on undertime shall give prior notice to the Office Head/Chief concerned; otherwise, the undertime shall be considered unauthorized and may subject the offender to proper disciplinary action and/or administrative sanction.

3.7 Habitual Tardiness (Frequent Unauthorized Tardiness)

Revised Rules on Administrative Cases in the Civil Service (RRACCS), Rule 10, Sec. 46

Employee incurs tardiness regardless of the number of minutes, ten times a month for at least two months in a semester or at least two consecutive months during the year.

1st Offense – Reprimand

2nd Offense – Suspension for 1 day to 30 days

3rd Offense – Dismissal

Frequent unauthorized absences, or tardiness in reporting for duty, *loafing* or frequent unauthorized absences from duty during regular office hours.

1st Offense – Suspension (6 months and 1 day to 1 year)

2nd Offense – Dismissal

3.8 Leave of Absence Without Pay

CSC MC No. 08 s. 2014

Salary = $\frac{\text{No. of days paid status}}{22 \text{ days}} \times \text{Monthly salary}$

- The maximum period allowable is one year.
- This is not allowed if with leave credits, except in case of secondment.



- An employee or official who fails to report after the expiration of one year leave without pay is automatically separated from service.
- In excess of one month, official and/or employee requires clearance of the head of agency.
- Employees on approved leave of absence without pay are still entitled to the grant of Productivity Incentive Bonus (PIB) to an amount proportionate to actual services rendered depending on their performance ratings.
- Official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period is considered as having rendered continuous service for purposes of granting the loyalty award.
- Those who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the five-year period may qualify for the five-year milestone loyalty award.

Omnibus Rules on Leave, Sec. 56 (CSC MC No. 41 s. 1998)

All absences of an official or employee in excess of his accumulated vacation or sick leave credits earned shall be without pay.

When an employee had already exhausted his sick leave credits, he can use his vacation leave credits but not vice versa.

3.9 Absence Without Official Leave (AWOL)

CSC MS No. 13 s. 2007, dated 25 July 2007

An official or employee that has undergone absence without official leave is not entitled to salary but absence is not deducted from accumulated leave credits. AWOL for 30 working days is dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned has established a scheme to circumvent the rule by incurring substantial absences though less than 30 days three times in a semester, such that a pattern is already apparent, dropping from the rolls without prior notice may likewise be justified.

If AWOL for less than 30 days, written Return-To-Work Order to last known written address on record should be served.



3.10 Certain Modes of Separation

2017 ORAOHRA, Revised July 2017, Secs. 104, 105, 106

3.10.1 Resignation

This is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date, which shall not be less than 30 days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing authority/officer. To constitute a complete and operative resignation of an official or employee, there must be a written intention to relinquish the office, the acceptance by the appointing officer/authority, and a written notice of such acceptance duly served to the official or employee concerned.

An employee who desires to leave the agency voluntarily or involuntarily must first secure an Office Clearance from property and financial responsibilities after approval of the resignation letter.

The official or employee concerned may withdraw the tender of resignation any time prior to receipt of notice of acceptance of the resignation from the appointing officer/authority or before the lapse of the 30-day period given for the latter to act on the resignation, whichever comes first.

3.10.2 Dismissal

This is the termination or the act of being discharged from employment or service for cause. It is a definite severance of an employee or officer from government service on the initiative of the agency or office, CSC, Ombudsman, or regular courts.

3.10.3 Other Modes

Other modes of separation include dropping from the rolls, termination/expiration of temporary, coterminous, contractual or casual appointment, retirement, or death, among others.



3.11 Extension of Government Service

2017 ORAOHRA Revised July 2017, Sec. 129

No person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government, except to a primarily confidential position.

The extension of service of a person who will reach the compulsory retirement age of 65 years may be allowed for a period of six months and in meritorious circumstances may be extended for another six months.

However, for one who will complete the 15 years of service required under the GSIS Law, a maximum period of two years may be allowed. Services rendered during the period of extension shall be credited as part of the government service for purposes of retirement. The official or employee may file the request of extension of service.

3.12 Office Issuance and Internal Correspondence

Employees receive Special Order or Office Order depending on the assignment and destination.

A Special Order (SO) is issued to an employee who is given a special assignment which involves a travel outside of the employee's original work station, to be accomplished within a definite period of time. Likewise, it is an issuance involving work assignments and other related matters affecting the status of employees that include details, designations, commendations, supervisions, and committee memberships, which are temporary in nature.

An Office Order (OO) is issued for official travels for one day and covers trips or destinations within Metro Manila for Central Office employees and within the area of jurisdiction for the branch office employees. An employee going out of his official work station for personal or official matters shall accomplish the prescribed form in two copies to be approved by the Chief of the Division / Manager.

The employee must have a time-in at least once: either, time-in in the morning or time out in the afternoon.

The Office Order (OO) forms, prepared in two copies, shall be distributed as follows: (1) Original Copy for the Administrative Services Division (ASD); and (2) duplicate copy for the concerned employee.



3.13 Maintenance and Disposal of Agency's Employee's 201/120 Files

2017 ORAOHRA revised July 2017 Rule XIII, CSC MC. No. 8 s. 2007, CSC MC No. 1 s. 2011

The length of time an agency keeps the 201/120 files of its separated or retired personnel is 25 years or up to age 90 of an individual.

In case of transfer of an employee to another agency, effect the turnover of employee's 201/120 folder to the new employing agency or unit through the employee.

In case of voluntary resignation, turn over the agency copy of 201/120 file to the resigned employee who shall thereafter assume responsibility for said file.

In case of retirement of an employee in good standing, give the agency 201/120 folder to the retiree which shall serve as a memoir. The retired employee shall thereafter assume responsibility for safekeeping. An employee in good standing is one who has no pending administrative case with the agency, CSC, ir Ombudsman and has been cleared of money and property accountabilities.

SALNs of retired/separated employees are kept for a period of 10 years and their PDS and Clearance from Property and Monetary Accountabilities are kept for five years.

The 201/120 files of separated/resigned/retired employees that remain unclaimed are kept for a period of one year or after the turn-over period, after which the said records may be disposed of. Proceeds of sale shall be deposited in the bank account of the office/unit/agency/department.



Chapter 4

LEAVE BENEFITS AND PRIVILEGES

Omnibus Rules Implementing Book V of E.O. No. 292, CSC MC No. 5 s. 2021, CSC MC 41 s. 1998

4.1 Entitlement and Computation of Leave Credits

Entitlement to leave privileges

In general, appointive officials up to the level of heads of executive departments, heads of departments, undersecretaries and employees of the government whether permanent, temporary or casual, who render work during the prescribed office hours, shall be entitled to 15 days of vacation and 15 days of sick leave annually with full pay exclusive of Saturdays, Sundays and Public Holidays without limitation as to the number of days of vacation and sick leave that they may accumulate.

Computation of Leave Credits

Computation of vacation and sick leave shall be made on the basis of one-day vacation leave and one-day sick leave for every 24 days of actual service using the tables of computation as follows.



VACATION AND SICK LEAVE CREDITS EARNED
ON A MONTHLY BASIS

NUMBER OF MONTH/S	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	1.25	1.25
2	2.50	2.50
3	3.75	3.75
4	5.00	5.00
5	6.25	6.25
6	7.50	7.50
7	8.75	8.75
8	10.00	10.00
9	11.25	11.25
10	12.50	12.50
11	13.75	13.75
12	15.00	15.00

VACATION AND SICK LEAVE CREDITS EARNED
ON A DAILY BASIS

NUMBER OF MONTH/S	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	.042	.042
2	.083	.083
3	.125	.125
4	.167	.167
5	.208	.208
6	.250	.250
7	.292	.292
8	.333	.333
9	.375	.375
10	.417	.417
11	.458	.458
12	.500	.500
13	.542	.542
14	.583	.583
15	.625	.625
16	.667	.667
17	.708	.708
18	.750	.750
19	.792	.792
20	.833	.833
21	.875	.875
22	.917	.917
23	.958	.958



24	1.000	1.000
25	1.042	1.042
26	1.083	1.083
27	1.125	1.125
28	1.167	1.167
29	1.208	1.208
30	1.250	1.250

LEAVE CREDITS EARNED IN A MONTH BY OFFICIAL/EMPLOYEE WITHOUT ANY VACATION LEAVE CREDITS LEFT

NUMBER OF DAYS PRESENT	NO. OF DAYS ON LEAVE WITHOUT PAY	LEAVE CREDITS EARNED	NUMBER OF DAYS PRESENT	NO. OF DAYS ON LEAVE WITHOUT PAY	LEAVE CREDITS EARNED
30.00	0.00	1.250	14.50	15.50	0.064
29.50	0.50	1.229	14.00	16.00	0.583
29.00	1.00	1.208	13.50	16.50	0.562
28.50	1.50	1.188	13.00	17.00	0.542
28.00	2.00	1.167	12.50	17.50	0.521
27.50	2.50	1.146	12.00	18.00	0.500
27.00	3.00	1.125	11.50	18.50	0.479
26.50	3.50	1.104	11.00	19.00	0.458
26.00	4.00	1.084	10.50	19.50	0.437
25.50	4.50	1.063	10.00	20.00	0.417
25.00	5.00	1.042	9.50	20.50	0.396
24.50	5.50	1.021	9.00	21.00	0.375
24.00	6.00	1.000	8.50	21.50	0.354
23.50	6.50	0.979	8.00	22.00	0.333
23.00	7.00	0.958	7.50	22.50	0.312
22.50	7.50	0.938	7.00	23.00	0.292
22.00	8.00	0.917	6.50	23.50	0.271
21.50	8.50	0.896	6.00	24.00	0.250
21.00	9.00	0.875	5.50	24.50	0.229
20.50	9.50	0.854	5.00	25.00	0.208
20.00	10.00	0.833	4.50	25.50	0.187
19.50	10.50	0.813	4.00	26.00	0.167
19.00	11.00	0.792	3.50	26.50	0.146
18.50	11.50	0.771	3.00	27.00	0.125
18.00	12.00	0.750	2.50	27.50	0.104
17.50	12.50	0.729	2.00	28.00	0.083
17.00	13.00	0.708	1.50	28.50	0.062
16.50	13.50	0.687	1.00	29.00	0.042
16.00	14.00	0.667	0.50	29.50	0.021
15.50	14.50	0.646	0.00	30.00	0.00
15.00	15.00	0.625			



4.2 Commutation of Leave Credits

CSC MC No. 14 s. 1999, CSC MC No. 41 s. 1998, Sec. 26

Commutation of leave credits refers to conversion of unused leave credits to their corresponding money value. Vacation and sick leave can be cumulative and any part thereof which may not be taken within the calendar year may be carried over to the succeeding years. Whenever any official or employee retires, voluntarily resigns, or is allowed to resign or is separated from the service through no fault of his own, he shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays, and holidays, without limitation as to the number of days of vacation and sick leave that he may accumulate provided his leave benefits are not covered by special law.

When a person whose leave has been commuted following his separation from the service is reemployed in the government before the expiration of the leave commuted, he shall no longer refund the money value of the unexpired portion of the said leave. Insofar as his leave credits is concerned, he shall start from zero balance.

4.3 Vacation Leave

This refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

It shall be filed five days in advance, whenever possible, of the effective date of such leave. Vacation leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money, property and work accountabilities.

4.4 Mandatory/Forced Leave – 5 Days

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.



4.5 Sick Leave

This refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

- It shall be filed immediately upon the employee's return from such leave.
- If filed in advance or exceeding five days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

Omnibus Rules on Leave, Sec. 53, CSC MC No. 41 s. 1998

All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head.

Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.

Sick leave of absence exceeding one month should be accompanied by a clearance from money, property, and work-related accountabilities.

4.6 Maternity Leave – 105 days

This refers to the leave of absence for pregnant female government employees for 105 days with full pay, to provide them with ample transition time to regain health and overall wellness as well as assume maternal roles before resuming paid work. This is granted to a female employee in every instance of pregnancy, regardless of frequency.

- Proof of pregnancy (e.g., ultrasound, doctor's certificate on the expected date of delivery)
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.



4.7 Additional Maternity Leave – 15 days

This refers to the additional maternity leave benefit of 15 days with full pay on top of the 105-day maternity leave benefit for a female employee who qualifies as solo parent under the Solo Parents' Welfare Act of 2000.

4.8 Extended Maternity Leave – up to 30 days

This refers to the additional maternity leave of up to 30 days without pay, or with pay charged against sick or vacation leave credits, which the female employee may avail of in case of live childbirth to extend the 105-day expanded maternity leave, provided that a written notice is submitted to the agency head at least 45 days before the end of maternity leave.

4.9 Allocation of Maternity Leave Credits

This refers to the option of a female employee to allocate a maximum of seven days of the 105-day expanded maternity leave to the child's father or, in case of his death, absence or incapacity, to an alternate caregiver.

4.10 Paternity Leave – 7 days

Paternity Leave Act of 1996

This refers to the leave of absence for married male government employees for seven days with full pay, for the first four deliveries of the legitimate spouse with whom he is cohabiting and for other purposes, to enable them to lend care and support to their legal spouses before, during and after childbirth, as the case may be, and assist in the rearing of the newborn child.

- Proof of child's delivery (e.g., birth certificate, medical certificate and marriage contract)

Amendment to the Omnibus Rules on Leave, CSC MC No. 1 s. 2016, promulgated 21 December 2015

Section 20. Paternity Leave: Non-Cumulative/Non-Commutative. – Paternity leave of seven days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of



his legitimate spouse. Said leave shall be availed of not later than 60 days after the date of the child's delivery.

4.11 Special Privilege Leave – 3 days

CSC MC No. 6 s. 1999

This refers to leave of absence which officials and employees may avail of for a maximum of three days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestone and/or attend filial and domestic responsibilities.

It shall be filed/approved for at least one week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money, property, and work accountabilities.

The special leave privileges can be used in the following circumstances:

1. **Personal Milestones** such as birthday/wedding/wedding anniversary celebrations and other similar milestone, including death anniversaries.
2. **Parental Obligations** such as in school programs, PTA meetings, graduations, first communion, medical needs, among others where a child of the government employee is involved.
3. **Filial Obligations** to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.
4. **Domestic Emergencies** such as sudden urgent repairs needed at home, sudden absence of a *yaya* or maid, and the like.
5. **Personal Transactions** to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a house loan, etc.
6. **Calamity, Accident or Hospitalization Leave** pertains to force majeure events that affect the life, limb and property of employee or of his immediate family.



4.12 Solo Parent Leave – 7 days

It shall be filed in advance or whenever possible five days before going on such leave with updated Solo Parent Identification Card.

4.13 Study Leave – up to 6 months

It shall meet the agency's internal requirements, if any;

- Contract between the agency head or authorized representative and the employee concerned.

4.14 Violence Against Women and Children (VAWC) Leave – 10 days

CSC MC No. 15 s. 2006

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - A. Barangay Protection Order (BPO) obtained from the barangay;
 - B. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - C. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the 10-day leave; or
 - D. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

4.15 Rehabilitation Leave – up to 6 months

CSC-DBM J.C. No. 01 s. 2006



Officials and employees may be entitled to this privilege for a maximum period of six months for wounds and/or injuries sustained while in the performance of official duties.

- Application shall be made within one week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

4.16 Special Leave Benefits for Women – up to 2 months

CSC MC No. 25 s. 2010

- The application may be filed in advance, that is, at least five days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g., the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

4.17 Special Emergency (Calamity) Leave – up to 5 days

- The special emergency leave can be applied for a maximum of five straight working days or staggered basis within 30 days from the actual occurrence of the natural calamity/disaster. Said



privilege shall be enjoyed once a year, not in every instance of calamity or disaster.

- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

4.18 Monetization of Leave Credits

CSC MC No. 41 s. 1998, CSC MC No. 16 s. 2002

This refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave. Officials and employees in the career and non-career service, whether permanent, temporary, casual and coterminous, who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of 10 days: Provided that at least five days is retained after monetization, and provided further that a maximum of 30 days may be monetized in a given year. (Omnibus Rules on Leave Sec. 22, E.O. No. 292 Rule XVI Book V)

Application for monetization of 50% or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

COA Circular 2012-001 5.14

- Approved leave application (10 days) with leave credit balance certified by the Human Resource Officer
- Request for leave covering more than ten days duly approved by the Head of the Agency
- For monetization of 50% or more:
 - Clinical abstract / medical procedures to be undertaken in case of health, medical and hospital needs



- Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc.

The NTA Management, in adherence, however, to sound Fiscal Management, authorized monetization of 30 days in two tranches, as follows:

- a. Fifteen days during the first semester of the given year, particularly in the month of March; and
- b. Fifteen days during the second semester of the given year, particularly in the month of October.

The availment of the authorized maximum number of vacation leave credits in a given year shall remain optional/incumbent upon the choice or discretion of each and every employee; and depending on the availability of his/her accumulated vacation leave credits.

Those employees who shall fail to file their respective applications for monetization of leave credits on the above designated months, may still be accommodated, thereafter, within the given year. (*NTA Memorandum dated 24 September 2013*)

Formula $MV = \text{Latest salary received} \times \text{No. of days to be monetized} \times \text{Constant factor (.0478087)}$

4.19 Terminal Leave

DBM Budge Circular (BC) No. 2016-2, CSC MC No. 14 s. 1999

This is applied for by an official or an employee who intends to sever his connection with his employer. This refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/ voluntary separation.

CSC MC No. 15 s. 2020, Sec. 38

Section 38. *Period within which to claim terminal leave pay.* – Request for payment of terminal leave benefits may be brought any time after the official/employee severed his/her connection with his/her employer.



COA Circular 2012-001 5.13, NTA Memorandum No. 53 s. 2022

- Letter of Intent;
- Clearance (from money, property and legal accountability from the Central Office and from Branch Office of last assignment);
- Certified photocopy of employee's leave card as of last date of service duly audited by the Personnel Division and COA / Certificate of leave credits issued by the Human Resource Management Office (HRMO);
- Approved Leave Application;
- Complete Service Record;
- Latest Statement of Assets, Liabilities and Net Worth (SALN, last day of service);
- Certified photocopy of Appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received, if the salary under the last appointment is not the highest;
- Total Terminal Leave duly signed by the Branch Accountant and Administrative Officer (AO);
- Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer (notarized);
- Clearance from GSIS;
- Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019);
- Certification of No Pending Case;
- In case of resignation, employee's Letter of Resignation duly accepted by the Head of Agency

In case of Death Claims, however, the following shall be the additional requirements:

1. Death Certificate authenticated by the Philippine Statistics Authority (PSA);
2. Marriage Contract authenticated by the NSO/PSA;
3. Birth Certificates of all surviving legal heirs authenticated by the NSO/PSA;
4. Designation of next-of-kin; and
5. Waiver of rights of children 18 years old and above.



Formula for Terminal Leave

$$TLB = TALC \times \text{Highest salary received} \times \text{Constant factor} \\ (.0478087)^1$$

$$TLB = S \times D \times CF$$

Where: TLB = Terminal Leave Benefits

S = Highest monthly salary received

D = No. of accumulated vacation and sick leave credits

CF = Constant factor which is 0.0481927

4.20 Adoption Leave

CSC Resolution No. 2100020, 7 January 2021

This refers to leave of absence granted to a government employee (adoptive parent) to provide an opportunity to develop bonding with the adoptee who is below seven years of age.

Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

¹ Revised constant factor as per CSC MC No. 2, 2016, DBM BC 2016 -2



Chapter 5

ADMINISTRATIVE DISCIPLINE, COMPLAINTS AND GRIEVANCES

5.1 *Grievance Mechanism*

CSC MC 2 s. 2001, NTA Grievance Machinery

The Grievance Machinery seeks to promote harmony in the workplace, thereby fostering the productivity of each member of the organization.

A grievance is resolved expeditiously at all times at the lowest level possible in the agency. The grievance machinery is intended to help promote peace, harmony, and productivity through a better employee-management relations. This helps the NTA to:

- Prevent discontentment and disenchantment between and among employees and officials;
- Establish an orderly method for handling disputes;
- Settle disputes at the lowest possible level of the organization;
- Allow the parties to appeal from the results of the grievance negotiation step by step until a final, binding, and executory decision is reached.

5.1.1 *Modes of Settling Disputes*

A. Conciliation



It is a process whereby a third party (conciliator) brings the parties together, encourage them to discuss their differences and assists them in developing their own proposed solutions.

B. Mediation

It is a process whereby a third party (mediator) is more active in assisting the parties reach acceptable solutions to the problems and help the disputing parties develop or come out with an acceptable solution. He/she can even submit his own proposals for the settlement of disputes.

C. Arbitration

It is a process whereby a third party (individual arbitrator, a board of arbitrators or an arbitration court not acting as a court) is empowered to make a decision which disposes of a dispute.

The following cases are acted upon through the grievance machinery:

1. Non-economic issues
 - These are policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, etc.;
 - Physical working conditions;
 - Interpersonal relationships and linkages;
 - Arbitrary exercise of discretion and/or management prerogatives;
2. Policies, practices, and procedures on economic issues such as financial and other terms and conditions of employment as fixed by law
3. Issues between the management and the CSC-registered employee association (NTAEA)
 - Economic issues and their economic packages fixed by law
 - Political issues like recognition and coverage of negotiating unit, association security and check off,



- violation of provisions and/or policies on self-organization
 - Violation of voluntary agreements reached between the association and management
4. All other matters giving rise to employees' dissatisfaction.

5.1.2 Grievance Procedures

The procedures for asking redress for complaints and grievances shall be as follows:

- A. *Oral Discussion.* A complainant shall present orally his complaints to his immediate supervisor who shall within three days from the date of presentation inform the employee orally of the decision.
- B. *Grievance in Writing*
- If the employee is not satisfied with the oral decision, he may submit his grievance in writing within five working days from the date of the oral decision of his immediate supervisor to the next higher supervisor. The written complaint shall pass through the immediate supervisor who shall forward the grievance with his comments within five working days to the next higher supervisor, who shall within five working days from receipt thereof inform the employee in writing, thru the immediate supervisor, of the decision. PROVIDED, HOWEVER, that, where the object of the complaint is the immediate supervisor, the complainant may bring the grievance to the next higher supervisor who shall take proper action within five working days from receipt of the complaint.
 - If the complainant is not satisfied with the decision of the higher supervisor, he/she may appeal his/her grievance to the Grievance Committee within five working days from receipt of the decision, thru the higher supervisor. After making his comments, the higher supervisor shall forward the complaint within five



working days to the Grievance Committee, who shall within 10 working days from receipt of the complaint, conduct an investigation and hearing. The Grievance Committee shall furnish the complainant with a copy of its decision within five working days after the investigation and hearing, thru the higher supervisor and immediate supervisor. PROVIDED, HOWEVER, that, where the object of the complaint is the higher supervisor, the complainant may bring his case directly to the Grievance Committee. PROVIDED, HOWEVER, That if the complainant is not satisfied with the decision of the Branch Grievance Committee, he/she may elevate the same to the Central Office Grievance Committee.

- If the complainant is not satisfied with the decision of the Grievance Committee, he/she may elevate his/her grievance thru the Committee to the NTA Top Management within five working days from receipt of the decision. The Top Management shall make the decision within 10 working days after the receipt of the complaint. PROVIDED, HOWEVER, that, where the object of the complaint is the Top Management, the complainant may bring his grievance directly to the Civil Service Commission.
- If the complainant is not satisfied with the decision of the Top Management, he may appeal or elevate his grievance to the Civil Service Commission. The CSC shall, if necessary, conduct an investigation and hearing and render a decision within 15 working days from receipt of the grievance.
- The aggrieved party may file a petition for reconsideration with the CSC if he is not satisfied with its decision, within five working days from receipt of the decision.
- The Commission's decision is final, binding and executory unless appeal from said decision is brought to the proper courts.



The complainant shall fill up the grievance form which shall provide the following information:

- Name of the Complainant
- Position Title
- Designation
- Present Section/Division of Assignment
- Immediate Supervisor
- Present Department/Unit of Assignment
- Higher Supervisor
- Nature of Grievance
- Settlement desired
- Signature of employee
- Date of filing from the lowest level in the Agency

All records involving complaints and grievances shall be kept by the Administrative Services Division of the Administrative Department and by the Records Officer of the recognized association.

5.1.3 NTA Grievance Committee

The composition of the NTA Grievance Committee was reconstituted on 7 November 2014:

A. Central Office

1. The Deputy Administrator for Support Services or his representative as Chairman;
2. The Manager, Administrative Department;
3. The Manager, Internal Audit Service;
4. Two rank-and-file employees chosen at large;
5. An alternate for higher supervisor and employee in case the complaint concerns any of the members of the Committee; and
6. Two NTAEA members chosen from among themselves to sit in the Committee.

B. Branch Offices

1. The Branch Manager to act as Chairman;
2. The Division Chief for Operations;
3. The Administrative Officer;



4. Two rank-and-file employees chosen at large;
5. An alternate for higher supervisor and employee in case the complaint concerns any of the members of the Committee; and
6. Two NTAEA members chosen from among themselves to sit in the Committee.

5.2 Administrative Offenses and Penalties

Revised Rules on Administrative Cases in the Civil Service (RRACCS)

Filing of Administrative Cases

Under CSC rules, no officer or employee in the civil service shall be removed or suspended except for a cause as provided by law and after due process. Any person may file an administrative complaint with the Commission or any of its proper office. Said complaint shall be in writing and under oath, otherwise the same shall not be given due course. Administrative proceedings may be commenced against a subordinate officer or employee by the Chief of the Agency or upon sworn written complaint of any other person. A disciplinary action may only be imposed after due process of law.

Offenses and Penalties

Herewith are some of the offenses together with their equivalent penalties.

Grave Offenses Punishable by ***Dismissal on First Offense***:

1. Serious dishonesty
2. Gross neglect of duty
3. Grave misconduct
4. Being notoriously undesirable
5. Conviction of a crime involving moral turpitude
6. Falsification of official documents
7. Physical or mental incapacity or disability due to vicious habits
8. Receiving for personal use of a fee, gift or other valuable things in the course of official duties or in connection therewith when



such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving favor or better treatment than that accorded to other persons, or committing acts punishable under the anti-graft laws.

9. Contracting loans of money or other property from persons with whom the office of the employee has business relations.
10. Soliciting/accepting directly or indirectly any gift, gratuity, favor, entertainment, loan or anything of monetary value while in the course of his official duty or in connection with any operation being regulated by, or any transaction which may be affected by the functions of his office. The propriety or impropriety of the foregoing shall be determined by its value, kinship or relationship between the giver and receiver and the motivation. A thing of monetary value is one which is evidently/manifestly excessive by its nature.
11. Nepotism (Book V of Executive Order No. 292). All appointments in the national, provincial, city and municipal governments or in any branch or instrumentality thereof, including government-owned or -controlled corporations, made in favor of a relative of the appointing or recommending authority, or of the chief of the bureau or office, of the persons exercising immediate supervision over him, are hereby prohibited.

The word “relative” and members of the family referred to are those related within the third degree of consanguinity or affinity.

12. Disloyalty to the Republic of the Philippines and the Filipino people.

5.3 Code of Conduct and Ethical Standards for Public Officials and Employees

Republic Act No. 6713, 20 February 1989

This establishes an act establishing a code of conduct and ethical standards for public officials and employees, to uphold the time-honored principle of public office being a public trust, granting incentives and rewards for exemplary service, enumerating prohibited acts and transactions and providing penalties for violation thereof and for other purposes.



Section 4. *Norms of Conduct of Public Officials and Employees*, (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

- (a) *Commitment to public interest.* – Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.
- (b) *Professionalism.* – Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.
- (c) *Justness and sincerity.* – Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.
- (d) *Political neutrality.* – Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.
- (e) *Responsiveness to the public.* – Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.



- (f) *Nationalism and patriotism.* – Public officials and 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. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.
- (g) *Commitment to democracy.* – Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.
- (h) *Simple living.* – Public officials and employees 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.

Section 7. *Prohibited Acts and Transactions:* In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

- (a) *Financial and material interest.* – Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.
- (b) *Outside employment and other activities related thereto.* – Public officials and employees during their incumbency shall not:
 - (1) 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;
 - (2) 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



- (3) 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 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.

- (c) *Disclosure and/or misuse of confidential information.* – 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:
 - (1) To further their private interests, or give undue advantage to anyone; or
 - (2) To prejudice the public interest.
- (d) *Solicitation or acceptance of gifts.* – 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



Chapter 6

EMPLOYEE WELL-BEING

6.1 Health and Safety Policy

This is aimed at protecting all government employees from the dangers of injury, sickness or death in the workplace through the adoption of safe and healthy working conditions to ensure the preservation of human lives and resources and prevent loss/damage of properties. The agency provides COVID-19 swab testing and provides the agency's personnel with protective masks and alcohols for added protection.

6.2 Vaccination

All personnel in the agency are required to undergo COVID-19 vaccination as an effective way of ensuring people against harmful diseases before they come in contact with.

6.3 Personal Safety Practices

To enhance workplace safety and to protect themselves from the danger of the COVID-19 virus, all employees and officers who enter the workplace should observe the minimum health protocol like wearing of a protective mask to prevent the spread of the virus to other people, social distancing of at least one- to two-meter distance and proper hand washing. The workplace must be kept tidy and clean to ensure cleanliness in the workplace.



Chapter 7

COMPENSATION AND EMPLOYEE BENEFITS

These are based on memorandum orders and circulars from the Department of Budget and Management (DBM), Civil Service Commission (CSC), and Executive Orders from the Office of the President.

7.1 Monthly Basic Pay

E.O. No. 150 s. 2021; DBM Manual on PCC s. 2012, 3.7; DBM BC 2017-2 s. 2017

It refers to the amount actually received per month by an officer or employee and determined in accordance with the applicable salary structure, policies and guidelines on the Compensation and Position Classification System (CPCS).

This represents full compensation for full-time employment in a 40-hour work week regardless of where the work is performed which is based on salary grade and position or equal to the monthly salary of a regular personnel.

The daily wage represents full compensation for full-time employment in an 8-hour work day regardless of where the work is performed.

The daily rate shall be computed based on the authorized/actual monthly rate for the position divided by 22 days.



7.2 Salaries and Wages Without Pay

CSC MC No. 8 s. 2014

Pursuant to CSC Resolution No. 1400454 dated March 21, 2014, the following is the formula in the computation of salaries of employees who incur leave of absence without pay:

$$\text{Salary} = \frac{\text{No. of. Days Paid Status}}{22 \text{ DAYS}} \times \text{Monthly salary}$$

Where number of days paid status refers to 22 days less number of days without pay

7.3 Step Increment

GCG CPCS Implementing Guidelines No. 2021-01, 5

Step increment is the increase in salary from Step 1 to Step 8 within the Job Grade of a position.

7.4 Standard Allowances and Benefits

The personnel under regular, contractual, and casual positions are entitled to these allowances and benefits. Excluded from the coverage are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

7.4.1 Year-end Bonus and Cash Gift

CPCS Circular No. 2021-001

The Year-end Bonus (YEB), which is equivalent to one month basic pay as of October 31 of the current year, and Cash Gift of P5,000 shall be given to a qualified employee or officer not earlier than November 15 of the same year, subject to the following conditions:

- The employee or officer has rendered at least a total or an aggregate of four months of service, whether continuous or intermittent, including leaves of absence with pay, from January 1 to October 31 of the current year;
- The employee or officer remains in government service as of October 31 of the same year.



Those officers or employees who have rendered at least a total or an aggregate of four months of service from January 1 of the current year but have retired or separated from government service before October 31 of the same year shall be granted within the month of retirement or separation, a pro-rated share of the: (a) YEB based on the monthly basic pay immediately preceding the date of retirement or separation; and (b) Cash Gift of P5,000, as follows:

Length of Service	Percentage of the YEB and Cash Gift
At least 4 months but less than 5 months	50%
At least 5 months but less than 6 months	60%
At least 6 months but less than 7 months	70%
At least 7 months but less than 8 months	80%
At least 8 months but less than 9 months	90%
At least 9 months but less than 10 months	95%

Those who have rendered a total or an aggregate of less than four months of service from January 1 to October 31 of the current year and are still in government service as of October 31 of the same year, shall be entitled solely to a pro-rated Cash Gift pursuant to Section 2 of R.A. No. 8441² as follows:

Length of Service	Percentage of P5,000	Corresponding Amount
At least 3 months but less than 4 months	40%	P2,000
At least 2 months but less than 3 months	30%	P1,500
At least 1 month but less than 2 months	20%	P1,000
Less than 1 month	10%	P500

- The YEB and Cash Gift of officers or employees hired on part-time service in one or more agencies shall be in direct proportion to the number of hours/days of part-time services rendered.

² An Act Increasing the Cash Gift to Five Thousand Pesos (P5,000.00), Amending for the Purpose Certain Sections of Republic Act Numbered Six Thousand Six Hundred Eighty-Six, and for Other Purposes



- The YEB and Cash Gift of officers or employees on detail with another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency.
- The YEB and Cash Gift of officers or employees who transferred from one agency to another shall be granted by the new agency.
- A compulsory retiree on service extension may be granted the YEB subject to the pertinent guidelines herein.

7.4.2 Uniform/Clothing Allowance (U/CA)

General Appropriations Act, CPCS Circular No. 2021-002

The U/CA is granted to defray expenses for uniforms or distinctive clothing which are required appropriate attire for employees in the regular performance of their work.

In general, such uniforms or clothing are intended to:

- Identify the employees with their agencies and to convey emblem of authority; and
- Serve as protective or working clothing, especially for maintenance, workshop, and farm personnel.

For FY 2021, the U/CA for full-time service of GOCC officers and employees shall not exceed P6,000 per annum.

7.4.3 Personnel Economic Relief Allowance (PERA)

CPCS Circular No. 2021-003

- The PERA shall be paid only when basic pay (salary, wage, or base pay) is also paid.
- The PERA at P2,000 per month shall be paid to officers and employees of GOCCs, provided they render full-time services for eight hours per working day, 22 working days per month (or the number of assigned working days in any given month), inclusive of leaves of absences with pay.
- The PERA of personnel who incurred absences without approved leaves of absence or on leave of absence without



pay during the month shall be computed on the basis of the number of days worked with basic pay. For each working day, the PERA shall be P90.91 (computed by dividing F2,000 per month by 22 working days per month).

7.5 *Specific-Purpose Allowances and Benefits*

7.5.1 *Hazard Pay*

CPCS Circular No. 2021-004

GOCCs may grant Hazard Pay to their officers and employees subject to the rates and conditions below:

Period of Assignment in Work Days	Monthly Rates
1 to 7 days	P400
8 to 14 days	P500
15 or more days	P600

Officers and employees exposed to hazardous situations shall no longer be entitled to receive Hazard Pay when they are under the following instances for one full calendar month or more:

- When on vacation, sick or study leave, with or without pay;
- When on maternity leave;
- When on terminal leave;
- When on detail with another agency wherein they are no longer actually exposed to hazardous situations;
- When on attendance in training course/scholarship grants/seminars /similar activities; and
- When on official travel outside of their official stations.

7.5.2 *Compensation for Overtime Work*

CSC)-DBM Joint Circular (JC) No. 2 s. 20048 and CSC-DBM J.C. No. 2-A s. 2005; CSC-DBM JC No. 2 s. 2015

Employees are required to render 40 hours of work in a week, subject to the work schedule adopted by the agency. In



the exigency of the service, employees may be required to render services beyond regular working hours.

As a general rule, overtime work shall be compensated through Compensatory Time-Off (CTO).

7.5.2.1 Compensatory Time-Off

CSC-DBM JC No. 2 s. 2004

This 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.

7.5.2.2 Availment of Compensatory Time-Off

- The CTO may be availed of in blocks of four or eight hours. Agencies adopting alternative work schedules should make parallel adjustments, tantamount to either a half or full day leave from work.
- The employee may use the CTO continuously up to a maximum of five consecutive days per single availment, or on a staggered basis within the year.
- The employee must first obtain approval from the head of the agency/authorized official regarding the schedule of availment of CTO. The management shall accommodate, to the extent practicable, all applications for availment of CTO at the time requested by the employee. 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.

Procedures in the rendition of overtime services and availment of compensatory time-off:

- The Administrator/CEO issues a Special Order authorizing the rendition of overtime services and indicating the tasks to be completed and the expected time of completion.



- The employee renders overtime services as stipulated in the Special Order.
- The Administrative Services Division prepares summary of overtime services rendered in a month, and computes the equivalent COCs, for the purpose of the issuance of the COC Certificate.
- The Department Manager issues the Certificate of COCs, specifying the number of COCs earned in a month.
- The employee requests approval from the Department Manager on the schedule of CTO.
- The employee avails of the CTO.

7.5.3 Compensatory Overtime Credit (COC)

This refers to the accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay.

The COC is expressed in number of hours, computed as follows:

- For overtime services rendered on weekdays or scheduled work days:

$$\text{COC} = \text{number of hours of overtime services} \times 1.0$$

- For overtime services rendered on weekends, holidays or scheduled days off:

$$\text{COC} = \text{number of hours of overtime services} \times 1.5$$

7.5.3.1 Use of COC

- Each employee may accrue not more than 40 hours of COCs in a month. In no instance, however, shall the unexpended balance exceed 120 hours.
- The COCs should be used as time-off within the year these are earned. The unutilized COC should not be



carried over in the ensuing year, hence, are non-cumulative.

- The COCs cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days.
- The COCs earned cannot be converted to cash. Hence are non-commutative.
- The COCs will not 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.

7.5.4 Overtime Pay

CSC and DBM Joint Circular No. 1 s. 2015

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;
- B. Embarrass the government due to its inability to meet its commitments; or
- C. Negate the purposes for which the work or activity was conceived.

The period of overtime service in a workday for a full-time employee shall include:

- those rendered beyond the normal eight work hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest;
- those rendered beyond the prescribed work hours in a shift of eight hours or more, such as in government hospitals, on scheduled workdays, and those rendered on rest days or scheduled days off, holidays, and special non-working days;



- those rendered by drivers and other immediate staff of officials who are required to keep the same work hours as these officials, which are beyond eight work hours or the prescribed work hours in a workday, and on rest days or scheduled days off, holidays, and special non-working days.

The hourly rate of an employee on full-time employment, HR, with a monthly salary, S, for 22 workdays in a month and 8 hours per workday, shall be computed by using the following formula:

$$HR = \left[\frac{S}{1 \text{ Month}} \right] \left[\frac{1 \text{ Month}}{22 \text{ Workdays}} \right] \left[\frac{1 \text{ Workday}}{8 \text{ Work Hours}} \right]$$

The total Overtime Pay, for a month for an employee on full-time employment, OT Pay, shall be computed based on the following formula:

$$OT \text{ Pay} = HR [1.25(N_{1Total}) + 1.5(N_{2Total})]$$

7.5.4.1 Limitations on Overtime Pay

- Only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay, provided that at least two hours of overtime services are rendered.
- One-hour breaks shall be observed for breakfast, lunch, or supper and rest, and every three hours of continuous overtime service, or as may be necessary.
- Rendering overnight overtime service shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight service for more than two consecutive nights, for health reasons and to ensure employee productivity.
- The period of overtime services shall not be used to offset undertime.
- Only a maximum of 12 hours of overtime services on a rest day or scheduled day off, holiday, or special non-working day, shall be compensated through Overtime



Pay. Any excess over 12 hours shall be compensated through CTO.

- The total Overtime Pay of an employee in a year shall not exceed 50% of his/her total basic salary for the year.

7.5.5 Night Differential Pay

CPCS Circular No. 2021-005, RA 11701 s. 2022

This refers to the compensation premium given to employees whose regular working hours fall within a specified period of time.

Hourly Basic Rate

The basic salary rate per hour derived by (a) dividing the monthly rate by 22 working days, and (b) dividing the quotient derived in (a) by eight hours.

Government employees occupying position items from Division Chief and below, or their equivalent, including those in government-owned or -controlled corporations, whether the nature of their employment is permanent, contractual, temporary, or casual, is paid night shift differential at a rate not exceeding 20% of the hourly basic rate of the employee, as determined by the head of the agency, for each hour of work performed between the hours of 6:00 in the evening and 6:00 in the morning of the following day.

7.5.6 Honorarium

DBM B.C. 2007-1, DBM B.C. No. 2007-2, DBM B.C. No. 2004-5, DBM B.C. No. 2004-5A; COA Circular 2012-001, GAA

This is a form of compensation given as a token of appreciation or reward for gratuitous services on account of one's broad and superior knowledge or expertise in a specific field for which, going by custom, tradition or propriety, no fixed price is set.

This may be paid only to the following:



- Government personnel involved in government procurement
- Teaching personnel of the DEPED, TESDA, SUCs and other educational institutions, engaged in actual classroom teaching, whose teaching load is outside of the regular office hours or in excess of the regular load
- Governing Boards of Collegial bodies
- Those who act as Lecturer, Coordinator, resource Persons and facilitators in seminars, training programs, and other similar activities in training institutions
- Officials and employees assigned to special projects subject to specified conditions
- Those who are involved in science and technological activities and render services beyond their regular workload

The grant of honoraria is based on prescribed guidelines authorized by the authority.

7.5.7 Special Counsel Allowance

General Appropriations Act FY 2021

Government lawyers assigned in the legal office of the agencies are authorized an allowance of P5,000.00 for each appearance or attendance to court hearings, subject to the following conditions enumerated under the GAA.

7.5.8 Subsistence Allowance

E.O. No. 292 s. 1987, Sec. 69 Chp. 7, Book VI; CPCS Implementing Guidelines 2012-01

This refers to allowance for meal or sustenance of officers and employees who, by nature of their duties and responsibilities, have to make their service available in their places of work even during mealtimes.



7.5.9 Magna Carta Benefits to Scientists, Engineers, Researchers, and Other Science and Technology (S&T) Personnel

Republic Act No. 8439, DBM-DOST J.C. No. 1 s. 2013

“Science and Technological Activities” (STA) refers to all systematic activities which are closely concerned with the generation, advancement, dissemination, and application of scientific and technical knowledge in all fields of natural science and technology.

S & T personnel may be classified in the following categories:

- *S & T managers, supervisors, and planners.* – Those who are graduate degree holders or have at least 10 years of managerial experience or are performing executive, planning and policy-making functions to effectively carry out STA-related activities as defined in Section 3 of this Act
- *Scientists, engineers and researchers.* – Those who are at least undergraduate degree holders in any of the natural science and engineering courses and are involved in research and development or other scientific and technological activities

Other benefits aside from salaries:

7.5.9.1 Honorarium

S & T personnel who rendered services beyond the established irregular workload of scientists, technologists, researchers and technicians whose broad and superior knowledge, expertise or professional standing in a specific field contributes to productivity and innovativeness shall be entitled to receive honorarium subject to rules to be set by the Department.



7.5.9.2 Hazard Allowance

S & T personnel involved in hazardous undertakings or assigned in hazardous workplaces, shall be paid hazard allowances ranging from 10% to 30% percent of their monthly basic salary depending on the nature and extent of the hazard involved. The following shall be considered hazardous workplaces

7.5.9.3 Subsistence Allowance

S & T personnel shall be entitled to full subsistence allowance equivalent to three meals a day, which may be computed and implemented in accordance with the criteria to be provided in the implementing rules and regulations. Those assigned out of their regular work stations shall be entitled to per diem in place of the allowance.

7.5.9.4 Laundry Allowance

S & T personnel who are required to wear a prescribed uniform during office hours shall be entitled to a laundry allowance of not less than P150.00 a month.

7.5.9.5 Housing and Quarter Allowance

S & T personnel who are on duty in laboratories, research and development centers and other government facilities shall be entitled to free living quarters within the government facility where they are stationed: Provided, That the personnel have their residence outside of the 50-kilometer radius from such government facility.

7.5.9.6 Longevity Pay

A monthly longevity pay equivalent to 5% of the monthly basic salary shall be paid to S & T personnel for every five years of continuous and meritorious service as determined by the Secretary of the Department.



7.5.9.7 Medical Examination

During the tenure of their employment, S & T personnel shall be given a compulsory free medical examination once a year and immunization as the case may warrant. The medical examination shall include:

- (1) Complete physical examination
- (2) Routine laboratory, Chest X-ray and ECG
- (3) Psychometric examination
- (4) Dental examination
- (5) Other indicated examination

7.5.9.8 Non-DOST S & T personnel

S & T personnel not employed by the Department, who are involved in STA may avail of the benefits under this Act upon certification of the Secretary of the Department.

7.5.10 Representation and Transportation Allowance (RATA)

DBM-NBC No. 546, January 17, 2013

These are granted to government officials down to division chiefs at monthly standard rates in order to defray representation and transportation expenses while in the actual performance of the duties and responsibilities of their positions at the prescribed rate of the Government Appropriations Act (GAA) released annually.

The following are covered by this Circular:

1. Those holding regular positions entitled to RATA under the pertinent general provision of the annual GAA.
2. Those whose regular positions in agency staffing patterns have been determined by the Department of Budget and Management (DBM) to be of equivalent ranks to those under sub-item (1).
3. Those who occupy positions in agency staffing patterns consisting of contractual positions and



determined by the DBM to be of equivalent ranks to those in sub-item (1).

4. Those duly designated by competent authorities to perform the full-time duties and responsibilities as Officers-in-Charge (OICs) of regular or contractual positions under sub-items 1-3, authorized in agency staffing patterns, whether or not in concurrent capacities.

7.6 Incentives

7.6.1 Loyalty Award

COA Circular No. 2013-003, COA Circular No. 2013-003A, Omnibus Rules of CSC Rule X Sec. 7e

This is granted to all officials and employees who rendered ten years of continuous and satisfactory service in the government.

10th year – from P5,000.00 to P10,000.00

15th year – from P2,500.00 to P5,000.00

20th year – from P2,500.00 to P5,000.00

25th year – from P2,500.00 to P5,000.00

30th year – from P2,500.00 to P5,000.00

35th year – from P2,500.00 to P5,000.00

40th year – from P2,500.00 to P5,000.00

CSC Memorandum Circular No. 6 s. 2002

The awardee shall receive a loyalty memorabilia/souvenir as follows:

10 and 15 years – bronze service pin

20 and 25 years – silver service ring

30, 35 and 40 years – gold service medallion

Or other memorabilia/souvenir as may be provided in the agency PRAISE.

In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than P500.00 but not more than



P1,000.00 for every year of service shall be given to qualified officials and employees.

7.6.2 Anniversary Bonus

DBM National Budget Circular No. 452 s. 1996; DBM Administrative Order No. 263 s. 1996

The Anniversary Bonus authorized is granted only during milestone years.

A milestone year refers to the 15th anniversary and to every fifth year thereafter.

Payment of the Anniversary Bonus is not exceeding P3,000.00 for each employee, provided that the employee has rendered at least one year service in the same agency as of the date of the milestone year. An employee may receive Anniversary Bonus only once every five years, regardless of transfers from one government entity to another.

7.6.3 Mid-Year Bonus

CPCS Circular No. 2021-007, DBM Budget Circular No. 2017-2 s. 2017

The Mid-Year Bonus, equivalent to one 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:

- Personnel has rendered at least a total or an aggregate of four months of service from July 1 of the immediately preceding year to May 15 of the current year;
- Personnel remains to be in the government service as of May 15 of the current year; and
- Personnel has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period.

Those who have rendered a total or an aggregate of less than four months of service from July 1 of the preceding year to



May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid-Year Bonus.

7.6.4 Productivity Enhancement Incentive (PEI)

E.O No. 150 s.2021, CPCS Circular No. 2021-008

The PEI of P5,000 shall be given to qualified officers and employees not earlier than December 15 of the current year, subject to the following conditions:

- The officer or employee remains in government service as of November 30 of the current year;
- The officer or employee has rendered at least a total or an aggregate of four months of at least satisfactory service as of November 30 of the current year, whether continuous or intermittent, including leaves of absence with pay.

Those who have rendered a total or an aggregate of less than four months of service but are still in government service as of November 30 of the current year, shall be entitled to pro-rated PEI, as follows:

Length of Service	Percentage of P5,000
3 months to less than 4 months	50%
2 months to less than 3 months	40%
1 month to less than 2 months	30%
Less than 1 month	20%

A compulsory retiree on service extension as of November 30 of the current year may be granted the PEI, subject to the pertinent guidelines of CPCS Circular No. 2021-008.

7.6.5 Collective Negotiation Agreement (CNA) Incentive

DBM Administrative Order (AO) No. 1351 s. 2005, DBM Budget Circular 2021-3, dated 17 November 2021

This may be granted to both management and rank-and-file employees of agencies with approved and successfully



implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost, in attaining more efficient and viable operations through cost-cutting measures and systems improvement.

Conditions for the Grant of the CNA Incentive:

- *Existence of a CNA*

There should be a valid and subsisting CNA executed between the representatives of the management and the employees' organization accredited by the CSC as the sole and exclusive negotiating agent for the purpose of collective negotiations with the management.

- *Accomplishment of Targets*

The GOCC should have accomplished, by September 30, 2021, at least an average of 70% of all the targets for all the organizational outcomes/performance indicators under their respective FY 2021 budget approved by the Congress, or the approved FY 2021 Corporate Operating Budget (COB), whichever is applicable.

The CNA Incentive may be given equally to all qualified employees at varying rates in consideration of the employee's or his/her office's contribution to the accomplishment of performance targets, efficiency, productivity, or profitability, as determined by the agency head upon recommendation of the Employees' Organization Management Consultative Committee.

Fund Sources of the CNA Incentive

The CNA Incentive is sourced solely, as a result of cost-cutting and systems improvement measures undertaken collectively by the agency and its personnel, from the available balances of allowable Maintenance and Other Operating Expenses (MOOE) allotments:

- Communication Expenses;
- Repairs and Maintenance;
- Supplies and Materials Expenses;



- Transportation and Delivery Expenses;
- Traveling Expenses; and
- Utility Expenses.

The CNA Incentive shall not exceed P25,000 per qualified employee.

7.7 Other Compensation

7.7.1 Performance-Based Bonus (PBB)

CPCS Implementing Guidelines No. 2021-01, E.O. No. 80 s. 2012, E.O. No. 201 s. 2016

The PBB, which is a top-up bonus, shall be given to personnel of bureaus or delivery units in accordance with their contribution to the accomplishment of their Department's overall targets and commitments, subject to certain criteria.

The amount is equivalent to one month basic salary up to two months basic salary, to be implemented in two phases starting in FY 2017.

The Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems created under Administrative Order No. 25 (s. 2011) prescribes the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize differences in levels of performance.

7.8 Other Benefits

7.8.1 Communication Allowance

CPCS Circular No. 2021-10

Officers and employees with the following positions may be granted communication allowance for the discharge of their duties and responsibilities:



Entitlement (P)	Position Level
Actual Expense	CEO of GOCC
3,500.00	Executive Band Positions in the GOCC
2,000.00	Management Band Positions in the GOCC
1,000.00	Executive Assistants or those with comparable duties and responsibilities
500.00	Administrative Assistants, Drivers, Messengers, or those with comparable duties and responsibilities

- The communication allowance may only be granted to positions with career band below the management band if the duties and responsibilities of the position requires the incumbent to always be able to contact his/her supervisor, and colleagues, and shall be constantly reachable through their mobile phones.
- The grant of communication allowance shall be on reimbursement basis. Reimbursements shall be supported with billing statement or official receipts and shall be subject to auditing rules and regulations.
- The above amounts shall already cover the expenses for the internet and mobile data subscription expenses of the said officers and employees.

7.8.2 Cost of Participation in Conference, Seminars, Etc.

CPCS Circular No. 2021-11

This covers all activities requiring the payment of registration and related fees pertaining to the participation of officers and employees in conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by non-government organizations or private institutions in the Philippines.

This refers to those conducted basically for purposes of sharing, discussing or disseminating ideas or information on the developments in a particular field or fields of interest, and/or for common appreciation and resolution of certain issues. It includes, but is not limited to, those conducted by professional



organizations or groups of common interest where government employees are members.

It excludes those conducted for training purposes where participants are expected to gain or strengthen skills and technical or management expertise in their areas of endeavor.

The registration or participation fee in said convention, seminar, etc. shall not exceed P2,000 per day for each participant.

In cases where the convention is held out-of-town, authorized participants may be entitled to travel expenses and allowances as authorized under existing rules and regulations.

Membership and similar fees paid for personal or individual membership in a private organization shall be for the account of the member concerned and shall not be charged against the GOCC's funds. On the other hand, institutional membership fees, i.e., agency membership, may be charged against the GOCC's funds.

As far as practicable, government officials and employees should avail of the early registration rates to avail of reduced costs of participation in conventions, seminars, conferences, and the like.

7.8.3 Official Vehicles and Transport

CPCS Implementing Guidelines No. 2021-01

Government motor transportation may be used by officers and employees for official business, in accordance with the provisions of the GAA for the current year.

7.8.4 Allowances for Local and Foreign Travel

CPCS Implementing Guidelines No. 2021-01; E.O. No. 77 s. 2019

Officials and employees' expenses and allowances for authorized local and foreign travels cover daily travel expenses, transportation expenses and daily subsistence allowance. The



rates of travel expenses vary by region as prescribed by the existing laws and regulations.

7.8.4.1 Daily Travel Expenses

The amounts authorized to cover expenses for local travel consist of costs of accommodation or lodging, including prescribed taxes and service charges, meals and incidental expenses including cost for local or inland transportation and reasonable miscellaneous expenses at the place of assignment.

7.8.4.2 Transportation Expenses

This is the actual fares of the authorized modes of transportation (land, sea, air) for local and foreign travels from the permanent official station to the destination or place of assignment and back.

7.8.4.3 Daily Subsistence Allowance

This cover expenses for foreign travel which includes costs for hotel accommodation or lodging, meals and incidental expenses.

7.8.5 Cultural and Athletic Activities

CPCS Implementing Guidelines No. 2021-01

An annual expense not exceeding P1,500.00 per employee participant is authorized for the purchase of uniform or costume and other related expenses in the conduct of cultural and athletic activities.

7.8.6 Quarters Privilege

Executive Order (E.O.) No. 150 s. 2021, CPCS Circular No. 2021-012

The quarters privilege is a benefit for GOCC officers and employees assigned or transferred to a place other than that of their domicile and do not own houses or rooms therein, by



virtue of agency policies on reshuffling or rotation. This is in the form of providing free quarters to employees.

Officers with positions under the following career bands and job grades may be entitled to quarters privilege:

Career Band – Job Grade	Category
EX – JG 15 to 18	A
M – JG 12 to 16	B

GOCCs may provide free quarters within their office premises to the covered officers.

In case there is not enough space in government premises to be used as quarters, or there are no government premises available, the GOCC may rent houses or rooms which shall serve as quarters. The rent of house or room shall not exceed the following:

Area/Locality	Category	
	A	B
National Capital Region	P5,500.00	P5,000.00
Other Highly Urbanized Cities	P4,500.00	P4,000.00
Other Areas	P4,000.00	P3,500.00

7.8.7 **Extraordinary and Miscellaneous Expenses (EME)**

E.O. No. 150 s. 2021, CPCS Circular No. 2021-13

The maximum annual rate of Extraordinary Expenses (EE) for positions under the executive band are as follows:

Annual EE (P)	Position Level
108,000.00	Head of GOCC
60,000.00	Other Executive Bands Positions in the GOCC

In addition, the office occupied by positions under the executive band are authorized to an annual miscellaneous expense not exceeding P90,000.00.

The EME shall cover expenses incurred, but not limited, for:



- (a) Meetings, seminars, and conferences;
- (b) Official entertainment;
- (c) Public relations;
- (d) Educational, athletic and cultural activities;
- (e) Contributions to civic or charitable institutions;
- (f) Membership in government associations;
- (g) Membership in national professional organizations duly accredited by the Professional Regulation Commission;
- (h) Membership in the Integrated Bar of the Philippines;
- (i) Subscription to professional technical journals and informative magazines, library books and materials;
- (j) Office equipment and supplies; and
- (k) Other similar expenses not supported by the regular budget allocation.

The entitlement to EME shall be strictly on non-commutable or reimbursable basis, subject to budgeting and or auditing rules and regulations.



Chapter 8

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

CSC Resolution No. 010112 dated January 10, 2001, CSC MC No. 1-2001, NTA Memorandum 4 July 2018

The system is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contributes to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

The grant of employee awards for the Individual Performance Incentive and Honor Awards is conferred by the Administrator in a fitting ceremony during the NTA Anniversary celebration.

For Individual Performance Incentive, performance rating results for the first and second semesters are used as basis for the evaluation.

8.1 Outstanding Performance Individual Awards

The Outstanding Performance Individual Awards, in line with the approved PRAISE of the NTA, are as follows:

Outstanding Performance Individual Awards Category

1. Supervisory Category



- Department Manager III / OIC's (Central Office / Branches)
 - Division Chiefs / OIC's (Central Office / Branches)
 - Salary Grade 18-22 or Job Grade 11 – 12
2. Service Category (Below JG 10 – JG 7)
 - Research (Agriculturists / Science Research Specialists / Market Researchers)
 - Production and Regulation (Extension Workers)
 - Support Services (Office of the Administrator, Corporate Planning Department, Internal Audit Service, Administrative Department, Finance Department, Regulation Department, Farm Technology Service Department, all others)
 3. Model Extension Worker, Per Branch
 4. Model Employees below Job Grade 7
 5. Most Outstanding NTA Employee

8.2 Honor Awards

The honor awards are as follows:

1. "PAYO" award
2. "LINGKOD-BAYAN" award
3. "MASIGASIG" award
4. "KABAYANIHAN" award

These are all in the form of a gold medallion and a plaque containing the citation of the Administrator and a cash gift of P5,000.00.

The four award categories are given to employees or group of employees belonging to the following Service Categories:

- Support Services Group
- Operations Group
- Research and Development Group
- Regulation Group

8.3 Service Award

This is conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.



Chapter 9

HUMAN RESOURCE MERIT PROMOTION AND SELECTION

This is based on issuances and memorandum orders from the Civil Service Commission and Executive Orders from the Office of the President.

9.1 Employment Status

Rule IV 2017 ORAOHRA Revised July 2018; CSC Resolution No. 1800692

9.1.1 Permanent

This is an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules, and standards.

9.1.2 Temporary

This is an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility. This shall not exceed 12 months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available.



A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.

9.1.3 Coterminous

This is 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 trust and confidence of the appointing officer /authority or of the head of the organizational unit to which he/she is not the appointing officer/authority.

9.2 Probationary Period

Rule V 2017 ORAOHRA Revised July 2018; CSC Resolution No. 1800692; E.O. 292 Sec. 14, 15

This refers to the period of actual services following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

The duration of probationary period is generally six months depending on the duration of the probationary period as required by the position.

A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued. Employee on probation may already avail of leave credits earned. Leave without pay of employee under probation incurred extends to the completion of probationary period for the same number of days of such absence.

The appointee's performance during the probationary period shall be reviewed as follows:

- The immediate supervisor shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance.



- The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three months or six months, depending on the duration of the probationary period, as required by the position.
- The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.
- The critical factors to be reviewed shall be based on the performance dimensions indicated in the agency SPMS (Strategic Performance Management System) and may include competency (knowledge, skills and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work.
- The performance evaluation report shall be reviewed and certified by the agency (Performance Management team) or any duly constituted review Committee.

The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth month depending on the duration of the probationary period as required by the position.

9.3 Effectivity of Appointment, Oath of Office and Assumption to Duty

Rule VI 2017 ORAOHRA Revised July 2018; CSC Resolution No. 1800692; E.O. 292 s. 1987, Sec. 17, 19

An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing authority/officer. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form.

If the appointee has taken his/her oath of office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval/validation of his/her appointment by the CSC. The appointment shall remain effective until disapproved/invalidated by the CSC.

No official or employee shall be required to assume the duties and responsibilities of the position without being furnished with a copy of his/her appointment by the HRMO after it is signed by the appointing



officer/authority. The appointee shall acknowledge receipt of appointment by signing on the acknowledgement portion at the back of the appointment form.

An appointment shall be submitted to the CSC within 30 calendar days from the date of issuance. The delay in the submission of appointment or RAI to the CSC FO or CSC RO shall not be adjusted based on the delay; thus, the original date of appointment shall be retained. However, the responsible official/s who caused the delay in the submission or non-submission of the appointment may be held administrative liable for neglect of duty.

9.4 Human Resource Merit Promotion and Selection Board

Rule IX 2017 ORAOHRA Revised July 2018, CSC Resolution No. 1800692, E.O. 292 Sec. 84,85, 86, 87

There are two Human Resource Merit Promotion and Selection Boards (HRMPSB) for the NTA, one for the first and second level positions and another for second level executive/managerial positions.

The HRMPSB assists the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP). They shall submit to the appointing officer/authority the top five ranking candidates deemed most qualified for appointment to the vacant position.

The appointing officer/authority is guided by the report of the HRMPSB's assessment of candidates in the exercise of sound discretion, select, insofar as practicable, from among the top five candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.

The appointing officer/authority may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking.



9.5 **Recruitment Process**

Administrative Department Manual of Operations

Before the agency hires new employees, the HRMPSB performs a formal recruitment process that involves different phases. The need to fill up vacant positions of the agency determines the existence of a vacant position. On the basis of the department manager's justification on the need to fill up a vacancy, the NTA Administrator either approves or disapproves request to fill up a vacancy.

The following are the steps in the recruitment process:

1. The vacant positions are published in the CSC website and posted in three conspicuous places in the agency.
2. The applicants submit the documentary requirements such as application letter with bio-data, fully accomplished PDS with recent passport-sized picture with work experience sheet, performance rating in the last rating period if applicable, photocopy of certificate of eligibility/rating/license, photocopy of transcript of records and other needed documents published in the CSC website and NTA website, two copies each, to the Administrator. The original copy is forwarded to the HRMPSB and the duplicate copy is retained by the ASD for file.
3. The HRMPSB evaluates the applicant's submitted documents as to requirements stated in the qualification standards set for the position.

Upon submission of the required documents and supporting papers, the HRMPSB Secretariat conducts a preliminary evaluation of the applicants, in accordance with the following criteria:

- 1) Relevant Civil Service Eligibility/Rating/License;
- 2) Latest Performance Evaluation Report;
- 3) Education and Training;
- 4) Experience and Outstanding Accomplishments;
- 5) Potential; and
- 6) Physical Characteristics and Personality Traits.

Applicants are compared on the basis of the status of their appointments, competence to perform their duties and moral



fitness to discharge their responsibilities. Those who best meet the qualification requirements for the position in terms of education, training and experience are preferred in the following order: permanent, temporary, casual and/or emergency or seasonal employees.

Based on the result of the preliminary evaluation and interview, the HRMPSB Secretariat prepare a list of the qualified and desirable applicants. The HRMPSB will cross-character reference and investigate the applicant's background based on information provided by the applicant on the Personal Data Sheet (PDS) for assessment and evaluation.

4. The HRMPSB schedules the interview and inform the applicants who passed the preliminary evaluation accordingly.
5. The HRMPSB conducts interview based on position applied for. The applicant accomplishes the five copies of Information Sheet for submission on the day of interview.

The interview proper will follow where the applicants are rated in accordance with the following criteria:

1) Communication	–	3%
2) Attention to Detail	–	1%
3) Tolerance to stress	–	1%
4) Controlled demeanor	–	1%
5) Analysis, Judgment and Decisiveness	–	<u>4%</u>
Total		10%

Additional criteria for applicants to the positions of Division Chief and above:

- 1) Financial and/or analytical ability
 - 2) Organizational sensitivity (planning)
6. The HRMPSB selects applicants based on the rating of interviews and recommends list of applicants for the vacant positions to the Administrator.
 7. The Administrator selects one candidate from among the top five candidates for each of the vacant positions published in the website.



8. The Human Resource Management Officer (HRMO) prepares appointment papers and letter of transmittal in six copies.
9. The DASS countersigns the letter of transmittal.
10. The appointment papers and letter of transmittal are forwarded to the Administrator for signature.
11. The NTA Governing Board confirms/disapproves the appointments made. If confirmed, the Board Secretary immediately returns the appointment indicating the resolution number which will be distributed to the board members. If denied, the copies shall be returned to the Administrative Services Division (ASD).
12. The confirmed appointment papers are then submitted to the CSC for attestation.

9.5.1 Publication and Posting of Vacant Positions

Rule VII 2017 ORAOHRA Revised July 2018, RA 7041 (Publication Law) Sec 24, 25, 26, 27, 30, CSC MC No. 3 s. 2001, CSC Resolution No. 1800692, E.O. 292 Sec. 24

Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three conspicuous places for a period of at least 10 calendar days.

Agencies may publish vacant positions through other modes such as in the agency website, newspaper (local and/or national) and other job search websites.

Any incorrect information in the publication of vacant positions, i.e., item number, position title or qualification standards shall be a ground for disapproval/invalidation of appointments.

However, there are some persons that are exempted from the publication and posting requirements.

The qualification standards of the parenthetical title should be used in the publication of vacant generic positions.



In case the applicant's appointment has been invalidated by the CSC, the HRMPSB does not re-evaluate the applicant's submitted documents and neither will it undergo the same recruitment procedure previously made with the HRMPSB; nevertheless, the vacant position will be republished in the CSC website and posted in three conspicuous places in the agency in which the HRMPSB convenes after a period of at least 10 calendar days to reconfirm the appointment of the applicant to be submitted to the appointing authority for approval.

Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than 30 days prior to retirement, resignation, or transfer.

9.5.2 Qualification Standards

Rule VIII 2017 ORAOHRA Revised July 2018, CSC Resolution No. 1800692, E.O. 292 Sec. 31, 32, 38

These are the minimum and basic requirements for positions in the government in terms of education, training, experience, Civil Service eligibility, physical fitness and other qualities required for successful performance of the duties of the position.

Qualification standards shall be established in the Index of Occupational Service (IOS), Position Titles and Salary Grades or positions created and approved in accordance with existing laws, policies, rules and regulations. All agency positions unique to the agency should have qualification standards approved/confirmed by the Civil Service Commission.

Appointees to primarily confidential/personal staff positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board Laws and/or require licenses.



9.6 Nature of Appointment

Rule IV 2017 ORAOHRA Revised July 2018 Sec. 11, CSC Resolution No. 1800692, E.O. 292 Sec. 11

9.6.1 Original

The initial entry to the career or non-career service.

9.6.2 Promotion

The advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. This action may be from one department or agency to another or from one organizational unit to another within the same department or agency. The pendency of an administrative case against any employee shall not be a bar to promotion.

9.6.3 Transfer

The movement of employee from one position to another which is of equivalent rank, level or salary without a gap in the service involving the issuance of an appointment. It may be from one organizational unit to another in the same department or agency or from one department or agency to another.

9.6.4 Reemployment

The appointment of a person who has been previously appointed to a position in the government service but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation. This action presupposes a gap in the service.

9.6.5 Reappointment

The issuance of an appointment as a result of reorganization, devolution, salary standardization, re-



nationalization, recategorization, rationalization or similar events.

9.6.6 Reinstatement (to a comparable position)

The restoration of a person, as a result of a decision to a career position from which he/she has, through no delinquency or misconduct, been separated but subject position is already abolished. This requires the issuance of an appointment to the separated employee. Reinstatement to the same position does not need the issuance of an appointment.

9.6.7 Demotion

The movement of an employee from a higher position to a lower position where he/she qualifies, if a lower position is available. It entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary. In cases where the demotion is due to reorganization or rationalization, the employee shall be allowed to continue to receive the salary of the higher position.

9.6.8 Reclassification

This is applied only when there is a substantial change in the regular duties and responsibilities of the position. It generally involves a change in the position title and may be accompanied by an upward or downward change in salary.

9.7 Other Human Resource Actions

Rule IV 2017 ORAOHRA, Revised July 2018 Sec. 13, CSC Resolution No. 1800692, E.O. 292 Sec. 13

This does not require the issuance of an appointment but requires an Office Order issued by the appointing officer/authority.

9.7.1 Reassignment

This is the movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.



Reassignment of employees with station-specific place of work indicated in their respective appointments within the geographical location of the agency shall be allowed only for a maximum period of one year.

The reassigned employee who is restored to his/her original post/assignment pursuant to the decision of the Commission shall not be reassigned within one year reckoned from the date of restoration to the original post/assignment.

9.7.2 Detail

This is temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary.

9.7.3 Designation

This is a movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority.

A designation in an acting capacity entails not only the exercise of the ministerial functions attached to the position but also the exercise of discretion since the person designated is deemed to be the incumbent of the position.

This shall be made through an Office Order issued by the appointing authority/officer. Employees to be designated should hold permanent appointment to career position.

9.8 Protests on Appointments

CSC MC No. 25 s. 2016

Protest is an action filed by a qualified next-in-rank official or employee questioning the issuance of an appointment in favor of another on the basis of lack of qualifications of the appointee.

Who may File Only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of



another who does not possess the minimum qualification requirements.

Where to File

A qualified next-in-rank employee shall have the right to appeal initially to the head of the agency, then to the Civil Service Commission Regional Office, and then to the Civil Service Commission Proper.

When to File

Protest may be filed within 15 days from the announcement and/or posting of appointments subject of protest.



Chapter 10

WORKPLACE PRACTICES

10.1 Office Decorum and Discipline

10.1.1 Work Professionalism

It is to be borne in mind that each and every official and employee is a member of a big official family, bound by common mandate and responsibility in carrying out the objectives of the agency.

As civil servants, it is expected that all officials and employees shall discharge their duties and authorities of office with the highest degree of responsibility and shall maintain a high standard of service worthy of the faith and confidence of the public.

In dealing with the public, officials and employees shall remember that they are there to serve them with utmost courtesy and sincerity, without thought or appearance of personal gain. The loyalty of officials and employees to the agency and to the government must come first in priority, than their loyalty towards friends and colleagues.



10.1.2 Relationship to Officials and Co-employees

Your relationship with your officemates and officials should always be characterized by cordiality and friendliness, authority and responsibility.

It is always good to avoid rivalries, petty bickerings and obnoxious gossips and intrigues to reflect good camaraderie and fellowship inside the NTA family.

10.1.3 Telephone Usage

The telephones are intended for the transaction of official business. Personal calls are discouraged, except in urgent and meritorious cases. Moreover, personal calls must not extend beyond five minutes in any single instance.

All incoming calls should be answered promptly and possibly after the first ring. Always, the caller should be treated with respect.

10.1.4 Economy in the Use of Water, Electricity and Office Supplies

In line with the agency's power and supply conservation program and the reduction of operational expenses, you are enjoined to cooperate in this undertaking by religiously complying with rules and regulations issued for this purpose, such as, the following:

- Always put off lights, fans, machines, and electric gadgets/facilities as well as water faucets when not in use.
- Economize in the use of office supplies. Drafts should be made at the back of old forms no longer in use or paper sheets to be discarded later.
- Overseas and long-distance calls are prohibited, unless authorized by the proper authorities.



10.2 Dress Code and Uniform

CSC MC No. 19 s. 2000

All employees are required to wear office uniforms from Monday thru Thursday.

During Fridays, employees are exempted from wearing the prescribed uniform. Instead, each employee must be dressed in appropriate attire.

The following attires are prohibited during Fridays:

- Tight-fitting pants, walking shorts, pedal pushers, cycling pants;
- Micro-minis;
- Dresses with spaghetti straps, plunging necklines, bare backs, skin-tight dresses and tube blouses;
- Rubber sandals and slippers, except at the employee's official desk or table to relieve the feet of foot pains; and
- Undershirts and short pants.

Exemptions

Employees falling under the following circumstances are exempted from using the prescribed uniform:

- Lady employees on the family way starting from the third month of pregnancy;
- Those in mourning;
- Technical field personnel and other personnel who are in official travel assignments, memorandum and special orders. Provided, that in reporting to branch/field/sub-offices, they shall wear the prescribed uniform; and
- During typhoon declared as Signal No. 1 by the PAG-ASA in the area of work or when the circumstances of the weather warrant such non-wearing of the uniform, or even without PAG-ASA announcement, if heavy rains occur.



10.2.1 Identification Card

As part of the office uniform, identification cards are to be worn inside the work premises all the time to be identified as part of the NTA family.

10.2.2 Personal Grooming

Personal hygiene and good grooming truly reflect your personality. When you report to the office, be sure that you are in your prescribed office uniform which must always be kept tidy, neat and presentable. During free days, wear decent office clothes.

10.2.3 Sanctions for Violations

Any employee found violating the aforesaid rules shall be charged and meted the corresponding disciplinary action in accordance with the schedule of penalties hereto enumerated:

- First Offense – attention will be called
- Second Offense – Warning
- Third Offense – Reprimand
- Fourth Offense – Fine
- Fifth Offense – Fine
- Sixth – Suspension for one day without pay plus deduction of leave credits, if any.
- Seventh or more – Administrative sanctions as recommended by the NTA Employees Association plus a fine equivalent to five-day pay and deduction from the leave credits, if any.

The above rules and regulations and the sanctions provided take effect from year to year. The amount of fine is subject to issuance of memo by the current administration.

10.3 Workplace Visitor

Visitors who are transacting official business are immediately referred to the appropriate authority or person.



While personal visitors are allowed, it should be made sure that smooth operations are not sacrificed or disrupted. If possible, personal visitors must be entertained in non-working areas.

10.4 Office Attendance

The regular working hours are from 8:00 A.M. to 12:00 noon and 1:00 P.M. to 5:00 P.M., on all days except Saturdays, Sundays and Holidays.

A 15-minute break in the morning and one in the afternoon is authorized, provided, that break period is from 10:00 to 10:15 A.M., break period in the afternoon is 3:00 to 3:15 P.M.

The no noon-break policy is followed for transacting official business.

10.5 Daily Time Record / Biometric Attendance System

The NTA uses the biometric attendance system wherein attendance of officers and employees are tracked and monitored online and real-time. The monthly attendance sheet is given out to every personnel on every first week of the succeeding month by the ASD Staff. Officers and employees should ensure the completeness of the entries in the daily time records. Empty spaces or with *n/a* written on the sheet should be completely filled up and accompanied by either Special Order, Office Order, driver's trip ticket as in the case of official travel. DTRs with blank spaces or no time record written on the sheet is returned to the concerned officers and employees for compliance. DTRs are to be approved by the Department Managers or immediate supervisor before handing down to the Administrative Department for payroll and record keeping. Officers and employees occupying permanent position, co-terminous, Job Order hirees and others are mandated to submit their Daily Time Records to the Administrative Department every month.

Job order hirees in the Central Office, likewise, use the biometric attendance system to track and monitor their attendance online and real-time. The attendance sheet is printed bi-monthly and monthly and is submitted together with the accomplishment report to the Administrative Department for record keeping purposes. The DTRs and accomplishment reports are submitted to the Finance Department every 15th and 30th of the month for payroll purposes.



In the absence of the biometric attendance system, branch offices use the logbook to keep the time records of officers and employees entering the work premises and daily time record sheet to be approved by the Department Manager. These records are to be submitted to the branch Administrative Officers at the end of the month for payroll and record keeping purposes. Likewise, officers and employees who work in the field use daily time record sheets to record their attendance, to be certified by their immediate supervisor, and approved by the Department Manager.

10.6 Work Schedule

The NTA adopts the sliding flexi-time schedule as approved by NTA Administrator/CEO.

10.6.1 Flexi-Time Work Schedule

Civil Service Commission (CSC) MC No. 25 s. of 2019

The revised guidelines on flexible working hours in the government states the following salient features:

- Heads of departments, offices and agencies shall have the authority to approve office working hours: Provided, that in such working hours officials and employees shall render not less than a total of 40 hours a week for five days a week, exclusive of time for lunch.
- The flexible working hours shall not stay earlier than 7:00 in the morning and end later than 7:00 in the evening. Heads of departments, office and agencies shall, however, ensure that the public is assured of the continuous services of the agency from 8:00 in the morning to 5:00 in the afternoon. They shall also ensure uninterrupted public service delivery even during lunch breaks.
- In the exigency of the service, working hours may also be altered to include Saturdays and Sundays: Provided, that employees who work on such days may choose a compensatory day-off during weekdays, provided that Saturday and Sunday are regular workdays and not cases of overtime.



- Any work beyond 40 hours a week shall be subject to overtime pay or compensatory time-off as may be authorized by the head of department, office or agency in accordance with the provisions of CSC-DBM Joint Circular No. 2 s. 2015 dated November 25, 2015.

Furthermore, pursuant to CSC Resolution No. 2000540 promulgated on May 7, 2020, the CSC adopted the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of National Emergency due to COVID-19 pandemic.

10.6.2 Sliding Flexi-Time Schedule

NTA Memo No. 4-2022 dated 10 January 2022

The agency uses the sliding flexi-time for permanent employees which is 7:00 A.M. to 9:00 A.M. Personnel under Contract of Service (COS) and Job Order (JO) hirees are allowed the sliding flexi-time, but only from 7:00 A.M. – 8:00 A.M.

10.7 Flag Raising Ceremony

CSC MC No. 19 s. 2012

To ensure that government employees regularly accord respect to the Philippine Flag and to provide a venue where they will be constantly reminded of how they must conduct themselves as public servants, all officials and employees are required to attend the flag raising ceremonies, except when it is raining or when suspension of flag raising ceremony is justified by prevailing circumstances, every Monday at 8:30 in the morning.

10.8 Clearance from Money, Property and Work-Related Accountabilities

An official or an employee who intends to sever his connection like retirement, resignation, separation and transfer with the agency must first file a clearance of money, property and work-related accountabilities.



Officials and employees who will undergo a maternity leave, sick leave, and personal travel exceeding a month should also get a clearance.

10.9 Request for Authority for Local Travel and International Travel

10.9.1 Local Travel – Official travel

NTA Memorandum No. 52-2022 dated 18 May 2022

All official local travel by an official and employee by an office or department which are urgent and extremely necessary and are considered beneficial to the agency concerned and/or the country are allowed with the issuance of a Special Order (SO). At least three days prior to the intended travel, SOs shall be submitted to the Office of the Administrator/CEO for signing and approval. All SOs shall be supported with proof of necessity and urgency of travel, which may consist of invitations to meetings, memos or administrative orders from higher authorities. The issuance of SOs should be in the following order:

1. Draft preparation of the SO by the concerned offices/departments;
2. Submission of soft copy to the Records Officer (RO) II for review and editing;
3. Routing of the SO by the RO II for the initials of authorized signatories;
4. Submission to the Office of the Administrator/CEO for signing and approval;
5. Docketing or duly signed and approved SOs by the RO II, and
6. Dissemination of copies thereof to the concerned offices/departments.

Official travels are then coordinated by the officer/employee concerned to the Administrative Department, through the GSPD, and submits the needed documents like SO, itinerary of travel, program of activities, and any supporting documents which support the necessity and urgency of travel, for the schedule of service vehicle to be used by the officer/s



and employee/s concerned. The itinerary of travel contains the date/s and place/s of assignment/destination.

10.9.2 International Travel – Official

E.O. No. 77 s. 2019

All officials and employees who undergo official international travel which are urgent and extremely necessary and are considered beneficial to the agency concerned and/or the country for a conference/seminar/workshop by either the agency or sponsoring organization follows the procedure for issuance of SOs on the official local travel. Moreover, an employee and/or official is required to submit an Authority to Travel to be submitted to and recommended by the head of office/department and Deputy Administrator for Support Services and approved by the Administrator/CEO. Official travels are then coordinated by the officer/employee concerned to the Administrative Department and submits the needed documents before the effectivity date of such travel like SO, letter of invitation to the conference, program of activities and other supporting documents.

10.9.3 Local and International – Personal

All officials and employees who undergo personal local and/or international travel do not need to secure an SO. An employee or official should file an Application for Leave of Absence before the effectivity date of such travel and an Authority to Travel for foreign travel.

10.10 Reimbursement of Expenses Advanced by Employees

COA Circular 96-004 s. 1996, E.O. No. 77 s. 2019

All officers and employees on official local and/or foreign travels are allowed to have a cash advance prior to their travel. The amount of cash advance for transportation expenses for official local and foreign travel is prescribed under the E.O No. 77 s. 2019, subject to the submission and completion of required documentary requirements in accordance with pertinent accounting and auditing laws and regulations to ensure that



government funds and property are used for official purposes. In the absence of cash advance, the actual amount of transportation expenses can be reimbursed through the submission and completion of required documentary requirements subject to the pertinent accounting and auditing laws and regulations.

10.11 Housekeeping and Disinfection

The workplace is disinfected with an appropriate solution using a disinfectant spray and UV light every Saturday as an added protection to the agency's personnel, allowing their safe entry for the next working days.

Good housekeeping must be made a daily habit since it is an integral part of the duties of a conscientious public servant.

Observance of these guidelines will prove helpful in the attainment of this endeavor:

1. Throw all waste matters into the waste basket. Pick up papers in the rooms and corridors and deposit them in waste receptacles provided for this purpose.
2. Always smoke in areas designated as "Smoking Area." Do not contribute to the destruction of health and people's properties.
3. Do not spit on the walls, floors, and corridors.
4. Help maintain the cleanliness and the proper use of toilet facilities.
5. Post no bills, announcements or any information/campaign on the walls, elevator, glasses and office bulletin boards without prior clearance from the Administrative Department.
6. Always keep the working areas clean. Arrange chairs, tables, computer and office supplies, particularly, when you leave the office in the afternoon.
7. Do not leave official papers, folders or documents on top of tables or cabinets when going home or when leaving your work place.
8. Personal belonging must be kept out of sight from the public during office hours.
9. Project the good image of the Agency. Be ready always to lend assistance to those who need guidance and help.



10.12 Access to Records

The NTA, through the Administrative Services Division – Records Control/Custodian, is the official custodian and repository of records of government officials and records. Files, documents, and records are kept safe in the Administrative Services Division’s storage room.

Personnel records, such as the 201 files and medical records, involve personal privacy. Information contained therein are considered confidential in nature. It can be accessed only by the employee themselves through the Records Officer/Custodian. Documents and records of other employees cannot be accessed without the permission of the owner of the documents. These are treated with utmost confidentiality. Official records and documents can be accessed and be given Certified Photocopy by request through the Records Officer/Custodian, the purpose for which is valid and legitimate. To aid in safekeeping, retrieval and monitoring of personal records and official records and documents, a logbook is served for this purpose.

The following may be allowed access to NTA records:

- Any requesting party as it pertains to his personal records;
- The Head of the Agency/the Personnel Officer or the Administrative Officer of the Agency to which the employee concerned belongs; and
- Such other officials and entities duly authorized by competent authorities.

10.12.1 201 File

The 201 file includes the following:

1. Personal Data Sheet (CS Form 212, revised 2017)
2. Appointment Form (CS Form 33-A, revised 2018)
3. Position Description Form (DBM CSC Form No. 1, revised 2017; for all types of appointment)
4. Oath of Office (CS Form No. 32, revised 2018)
5. Assumption to Duty (CS Form No. 4, revised 2018)
6. Certificates
 - Certificate of Eligibility/Rating/License
 - Certificate of Live Birth



- Marriage Certificate/Contract
- Medical Certificate (CS Form No. 211, revised 2018, for original appointment and reemployment)
- Neuro-Psychiatric Examination (for original appointments to position which involves the maintenance of peace and order and the protection of life and property)

7. Scholastic Record

- Academic Record (TOR/Diploma)
- Commendation/s
- Certificate of Achievement
- Award/s

8. Service Record (latest)

9. Notice of Step Increment (NOSI)/ Notice of Salary Adjustment (NOSA)

10. Performance Rating

11. Clearances

- NBI Clearance (for the original employment and re-employment)
- Clearance from Financial Obligations and Property Accountability (for transfer/re-employment)

12. Leave Balances (Certificate)

13. Other Records

- Contract of Service
- Special Orders
- Written consent of demoted employee, etc.

10.13 Change in Personal Information

For changes in civil status, residence or business address, educational attainment, completion of training courses and seminars, and other personal circumstances, employees are advised to report the same to the Administrative Department in writing the earliest possible time together with the supporting papers for proper recording and updating in the 201 File.



10.14 Use of NTA Name and Letterhead

The name of the NTA must be used only for official purposes. It must not be used to advance one's personal interest or with the intent to deceive the public into entering with contracts or agreements.

Likewise, the use of NTA letterhead and logo must be for official business or purpose.



Chapter 11

Benefits from Other Government Institutions and In-House Financial Institutions

11.1 Government Service Insurance System (GSIS)

The Government Service Insurance System (GSIS) provides social security coverage to employees in the public sector. NTA officers and employees are automatically members of the GSIS and are eligible to apply under the various programs of the agency. GSIS offers various loans to assist members with their financial needs: Consolidated Loan, Policy Loan and Emergency Loan. Members and pensioners may apply for these loans using their GSIS eCard through the GWAPS kiosks located in all GSIS branches, selected government agencies and Robinsons Malls.

Members who applied for a loan using the kiosk should immediately inform the Manager of the Administrative Department in order to confirm the loan. The staff of the Administrative Department then advises the Finance Department for salary deduction. Covered members are advised to apply for a loan in the morning for fast approval of transaction. Cut-off for loan application at GSIS kiosk is at 3:00 in the afternoon.

11.1.1 Membership under Republic Act No. 8291 or Revised Government Service Insurance Act of 1977

Membership in the GSIS is compulsory for all employees receiving compensation who have not reached the compulsory



retirement age, irrespective of employment status, and contractuels who have no employer and employee relationship with the agencies they serve.

All members of the GSIS shall have life insurance, retirement, and all other social security protection such as disability, survivorship, separation, and unemployment benefits except for the members of the judiciary and constitutional commissions who shall have life insurance only.

The computation of service for the purpose of determining the amount of benefits payable under this Act shall be from the date of original appointment.

11.1.2 Benefits under RA 8291

1. Separation Benefits

- The separation benefit shall consist of: (a) a cash payment equivalent to 100% of his average monthly compensation for each year of service he paid contributions, but not less than P12,000 payable upon reaching 60 years of age or upon separation, whichever comes later: Provided, That the member resigns or separates from the service after he has rendered at least three years of service but less than 15 years; or
- A cash payment equivalent to 18 times his basic monthly pension payable at the time of resignation or separation, plus an old-age pension benefit equal to the basic monthly pension payable monthly for life upon reaching the age of 60: Provided, That the member resigns or separates from the service after he has rendered at least 15 years of service and is below 60 years of age at the time of resignation or separation.
- Unemployment benefits in the form of monthly cash payments equivalent to 50% of the average monthly compensation shall be paid to a permanent employee who is involuntarily separated from the service due to the abolition of his office or position usually resulting



from reorganization: Provided, That he has been paying integrated contributions for at least one year prior to separation.

2. Retirement Benefits

A member who retires from the service shall be entitled to the retirement benefits:

1. He has rendered at least 15 years of service;
2. He is at least 60 years of age at the time of retirement; and
3. He is not receiving a monthly pension benefit from permanent total disability.

Retirement Benefits Computation

- A. The lump sum payment as defined in this Act payable at the time of retirement plus an old-age pension benefit equal to the basic monthly pension payable monthly for life, starting upon expiration of the five-year guaranteed period covered by the lump sum; or
- B. Cash payment equivalent to 18 months of his basic monthly pension plus monthly pension for life payable immediately with no five-year guarantee.

Unless the service is extended by appropriate authorities, retirement is compulsory for an employee at 65 years of age with at least 15 years of service: Provided, That, if he has less than 15 years of service, he may be allowed to continue in the service in accordance with existing civil service rules and regulations.

3. Permanent Disability Benefits

If the permanent disability is total, he shall receive a monthly income benefit for life equal to the basic monthly pension effective from the date of disability.



4. Permanent Partial Disability Benefits

If the disability is partial, he shall receive a cash payment in accordance with a schedule of disabilities to be prescribed by the GSIS.

5. Temporary Disability Benefits

A member who suffers temporary total disability for reasons not due to any of the conditions enumerated in Section 15 hereof shall be entitled to 75% of his current daily compensation for each day or fraction thereof of temporary disability benefit not exceeding 120 days in one calendar year after exhausting all his sick leave credits and collective bargaining agreement sick leave benefits, if any, but not earlier than the fourth day of his temporary total disability.

6. Survivorship Benefits

When a member or pensioner dies, the beneficiaries shall be entitled to survivorship benefits provided in Sections 21 and 22.

- A. the basic survivorship pension which is 50% of the basic monthly pension; and
- B. the dependent children's pension not exceeding 50% of the basic monthly pension.

7. Funeral Benefits

The amount of funeral benefit shall be determined and specified by the GSIS in the rules and regulations but shall not be less than P12,000.00: Provided, That it shall be increased to at least P18,000.00 after five years and shall be paid upon the death of:

- A. an active member;
- B. a member who has been separated from the service;
- C. a pensioner, as defined in Section 2(o) of this Act; or



- D. a retiree who at the time of his retirement was of pensionable age under this Act but who opted to retire under Republic Act No. 1616.

8. Life Insurance Benefits

- A. For those employed after the effectivity of this Act, their insurance shall take effect on the date of their employment;
- B. For those whose insurance will mature after the effectivity of this Act, their insurance shall be deemed renewed on the day following the maturity or expiry date of their insurance; and
- C. For those without any life insurance as of the effectivity of this Act, their insurance shall take effect following said effectivity.

11.2 Philippine Health Insurance Corporation (PhilHealth)

It is the National Health Insurance Program established to provide health insurance coverage and ensure affordable, acceptable, available and accessible health care services for all citizens of the Philippines. NTA officers and employees are automatically enrolled in this institution.

11.3 Pag-Ibig Fund (Home Development Mutual Fund)

The Home Development Mutual Fund, commonly known as the Pag-IBIG Fund, is a government-owned and -controlled corporation under the Department of Human Settlements and Urban Development of the Philippines responsible for the administration of the national savings program and affordable shelter financing for Filipinos. NTA officers and employees are members of this institution and its members and officers may avail of its services and programs. It offers a variety of programs and services like membership and savings program, housing loans and short-term loans. The covered members are advised to personally deliver their application forms in any Pag-Ibig Offices. Application forms can be downloaded online.



11.4 Social Security System (SSS)

NTA encourages its officers and employees to be members of this government institution. Job order hirees or Contracts of Service are mandated to enrol themselves in social security programs of SSS as self-employed members. The covered personnel are entitled to a package of benefits under the Social Security and Employees' Compensation (EC) Programs in the event of death, disability, sickness, maternity, old age, death and other contingencies resulting from loss of income / financial burden. The Administrative Department can assist employees in the enrolment procedure which is done online and in filing and submission of the application forms to the nearby SSS office thru its Liaison Officer. Similar to Pag-Ibig, forms can also be downloaded online.

11.5 Ginintuang Ani Foundation Inc. (GAFI)

This is an investment fund that is established by the NTA management for the employee to serve as a long-term savings to support an employee upon retirement. NTA officers and employees who wish to be a member of this association may apply in the Finance Department. The association offers loan to its members, payable with a minimal interest, on installment basis.



Chapter 12

EMPLOYEE TRAINING

12.1 Training

2017 ORAOHRA Revised July 2017 Sec. 61, 62, 63, 64, 65

This refers to formal or non-formal training courses and human resource development (HRD) interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. Agency heads shall ensure that each employee shall have undergone at least one planned human resource development intervention during the year.

12.1.1 Training Institutions

Training may be acquired from any of the following institutions:

- Any CSC-accredited learning and development institutions
- Government training institutions
- Non-accredited private training institutions offering training of highly technical/specialized nature
- Local training institutions internationally acclaimed for meeting the global standards of excellence in training



- Institutions recognized by CHED as Center of Excellence or Development
- Foreign institutions that offer training for scholarship purposes or for personal advancement of participants; or
- Other institutions that partner with the CSC in building capabilities of civil servants.

Training acquired from any of the above-mentioned institutions must be relevant to the position to be filled and aligned with the strategic map or development goal of the organization.

12.1.2 In-House Training

In-house agency-initiated or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions.

12.1.3 Guidelines in the Conduct of Training

- *In House Training Program*

One month before the end of the Calendar Year, the HR Officers of the Administrative Services Division plans and determines the training needs of the employees for the semester / year. The HR Officers prepare a draft for the training program, modules, course syllabus, budget estimates, list of prospective participants, and schedule for the semester to be forwarded to the ASD Chief for review and initials which will then be reviewed and recommended for approval by the Department Manager to the Deputy Administrator for Support Services and finally to the Administrator.

After the schedule of training programs has been approved, the HR Officer coordinates the invitations to the Resource Speakers, furnishes copies of the Special Order to the participants and prepares the training paraphernalia and other materials needed by the participants during the training. The activity will then be coordinated with the Audio-Visual



Technician for the preparation of the training venue's multi-media equipment.

- *External Training Program*

The Head of the ASD assigns the HR Officer to look for external training offerings and prospective nominees based on Training Needs Analysis. She then coordinates with the Department Managers of the different departments for their respective nominees, prepares a draft for the prospective nominees and forwards the list to the Head of the ASD. The Head of the ASD evaluates the qualifications of the prospective nominees to be forwarded to the respective Department Manager for evaluation, selection and approval, to be submitted and approved by the Deputy Administrator for Support Services and finally the Administrator.

After the list has been approved, the Head of the ASD coordinates with the Training Institute concerned for confirmation/reservation and sends the letter of invitation to the Resource Person. The HR Officer then informs the employee concerned for the training.

12.1.4 Post Training Efficiency Assessment (PTEA)

In line with the requirement for the learning and development assessment monitoring and training impact, all officers and employees are required to accomplish and submit the PTEA form, duly certified or approved by the Department Manager, to the Administrative Department, not more than a month after the attendance to the training/seminar. This document should be accompanied by a Certificate of training/seminar, training invitation, brochure or program, whichever is applicable.

After two months from the submission of the PTEA, the Department Manager / Supervisor rates the employee's performance, changes in behavior, and performance using the same form to measure impact/effectiveness of training attended.



Chapter 13

Proper Use of NTA/Rental Facility/Property

13.1 Proper Use of NTA Facilities/Properties

The official and employees treat the facilities and properties of the agency as their own. The NTA is their official home. They must, therefore, contribute to its proper maintenance. In this connection, the office premises, including their work area, must be kept clean and tidy at all times. Office equipment and supplies must be properly stored in proper places when not in active use to safeguard them against theft, loss or destruction. Office equipment/ furniture requiring repairs and maintenance are reported to the General Services and Procurement Division. They take responsibility for day-to-day repairs and ongoing maintenance, security, and upkeep of properties.

13.2 Use of Rental Facilities/Properties

As an integral part of the duties of a conscientious public servant to be cautious and clean in everything they do, officials and employees of the agency are expected to use the rental facilities/properties with care and attention. They are liable for taking care of these while these are in their hands. However, office equipment/facilities/property needing care and attention are brought up to the lessor/landlord for repairs and maintenance. The GSPD officer inspects the rental facilities/property and report it directly to the lessor/landlord for immediate care and attention so as to preserve/save the value of the rental facility/property.



Chapter 14

Public Communications

14.1 Press Releases / Media Relations

It is the policy of the NTA to educate and convey pertinent information to its stakeholders by adopting efficient programs and strategies. The Public Relations Officer seeks clearance and approval from the Office of the Administrator before any information /data is given out to the media for print or broadcast. The PR Officer coordinates with the concerned branches or departments for events or milestones to be undertaken in addition to achievements of the agency that the public needs to know. If the event is in the branch offices, the manager may assign an Information Officer to draft the article and forward it to the PR officer for editing. In case the article is written by a concerned department, the PR Officer collaborates/discusses with the concerned department for review and editing. The PR Officer then makes a draft for the final review/editing of the Administrator. Once approved, he then makes final copies and send via email to Media group.

14.2 Radio Programs / Public Service Messages

The Public Relations Officer prepares materials/broadcast module for the resource person or guest commentator for review and approval of the Administrator. He/she finalizes the module/message and forwards to the Administrator for approval, monitors the actual broadcast and gather feedback or summary from the Anchors for evaluation and submission to the Administrator.



14.3 Quick Response

This is a special continuing service of providing answers to queries or providing information to the public regarding the tobacco industry and the agency's programs and projects. This caters to students, researchers and professionals who are in need of data and information. The Public Relations Officer immediately responds and provides the needed information/data to the caller/requester by phone, email or in person. If in case the request is by email, the PR officer prepares a draft for approval by the Administrator. The information that is prepared is sent by mail or by fax through the Records Section.



Chapter 15

Statement of Assets, Liabilities and Net Worth

All personnel who are working in the government service are required to fill up and submit the statement of assets, liabilities, and net worth, and the disclosure of financial connections or business interests and identification of relatives within the fourth degree of consanguinity or affinity to the Administrative Department (R.A. No. 6713). Further, it also requires the declarant to name his/her *bilas*, *balae* and *inso* who are in government service. The purpose of the SALN is to promote transparency in the civil service and to establish a deterrent against government officials bent on enriching themselves through unlawful means.

Exemptions:

- *Those serving in honorary capacity* – persons who are working in the government without service credit and without pay.
- *Those whose position title is laborer* – persons whose work depends on mere physical power to perform ordinary manual labor, and not one engaged in services consisting mainly of work requiring mental skill or business capacity, and involving the exercise of intellectual faculties.
- *Those who are casual or temporary workers* – persons hired to do work outside what is considered necessary for the usual operations of the employer's business.



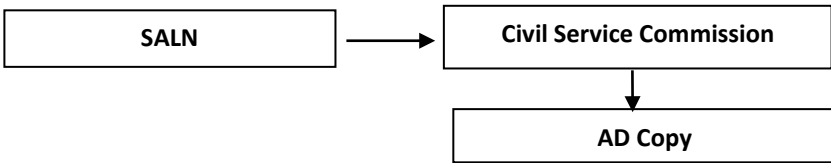
When to file

The SALN should be filed:

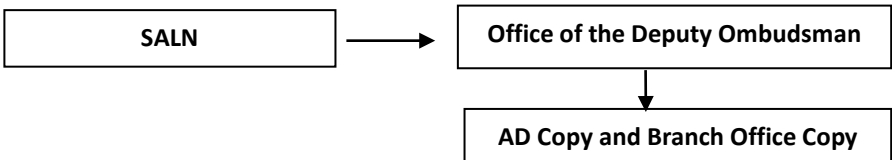
- Within 30 days after assumption of office, statements of which must be reckoned as of his/her first day of service.
- On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year.
- Within 30 days after separation from the service, statements of which must be reckoned as of his last day of service.

SALN Flowchart

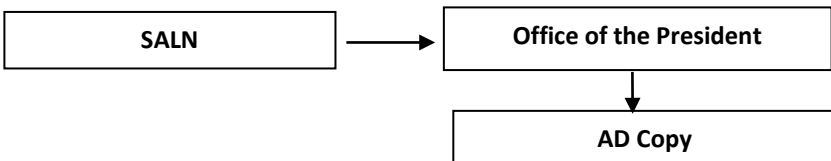
This flowchart is applicable to Central Office employees



For Branch Office Personnel



For heads of GOCC





Chapter 16

Strategic Performance Management System (SPMS)

This is implemented with the end view of increasing individual's and team's effectiveness and productivity levels, promotion of result-oriented working environment, as well as attaining continuing client responsiveness and increased organizational efficiency through the following:

1. Institutionalization of a scientific and verifiable basis in assessing organizational performance and the collective performance of individuals within the NTA;
2. Concretizing the linkage of the Agency's Strategy Map including its Organizational Performance Indicator Framework (OPIF) with the office/agency's performance and those of individual employees; and
3. Linking of performance management with the other Human Resource Development systems using one platform.

The SPMS Champion represented by the Administrator shall be responsible for the establishment or implementation of the SPMS, together with the Performance Management Team and Performance Validation Team. He shall likewise approve the office performance commitment and ratings.

The NTA Performance Management Team (PMT)

The Performance Management Team has the following functions and responsibilities:



1. Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Rating (OPCR) form.
2. Ensures that Office performance targets and measures, as well as the budgets are aligned with those of the agency and that work distribution of Offices/Units is rationalized.
3. Recommends approval of the office performance commitment and rating to the Head of Agency.
4. Acts as appeals body and final arbiter for performance management issues of the agency.
5. Identifies potential top performers and provides inputs to the PRAISE Committee for grant of awards and incentives.

The NTA Performance Validation Team (PVT)

The Performance Validation Team has the following functions and responsibilities:

1. Validates the OPCR's before submission to the Agency Head/Administrator.
2. Conducts validation assessment of the submitted OPCR's vis-à-vis previously agreed performance commitment and success indicators.
3. Submits its report to the NTA PMT including its recommendations as to work areas/process for improvement in terms of efficiency, effectiveness, and economy.

Performance measures shall include all, but not limited to, the following general categories: Effectiveness/Quality, Efficiency, and Timeliness.

Target Setting

The NTA Performance Scorecard and Agency Performance Measures for the year as committed to the GCG/DBM/DA shall be the basis of the targets of the departments and branch offices. Aside from the commitments, departments/branch offices' major final outputs that contribute to the attainment of organizational outcomes, which form part of the core functions of the Agency, are indicated as performance targets.



Performance Review and Evaluation

For Office Performance Assessment, this aims to assess both Department / Branch Office / Unit and individual employee's performance level based on set performance targets and measures as indicated in the Performance Commitment (OPCR/IPCR). In general, there is a five-point rating scale (1 to 5), 5 being the highest and 1, the lowest.

For individual employees, the evaluation of employee performance is done on an annual basis but performance review can be done on a quarterly and semestral basis. The purpose of the performance review is to check on how the employee is faring relative to his/her performance commitment and to assist and guide him/her in meeting his/her target. The final IPCR based on annual evaluation is submitted to the PMT on or before the last working day of February.

The Department Manager/Branch Manager shall make the final assessment of performance level of the individual employees in his/her Department/Branch Office based on the validated OPCR. The final assessment shall correspond the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory and Poor.

The Department/Branch Manager may employ or adopt appropriate mechanism to assist him/her distinguish performance level of individuals, such as but not limited to peer ranking and client feedback.

The rating is based on employee's actual accomplishment vis-à-vis the standards jointly set by him/her and his/her supervisor in terms of Effectiveness/Quality, Efficiency and Timeliness.

CESPES for Managers

The Career Executive Performance Evaluation System (CESPES) is the official performance evaluation system for members of the Career Executive Service (CES). It serves as the basis for personnel actions, including original and promotional appointment to CES ranks, salary adjustments, grant of merit-based incentives such as the Performance Based Bonus (PBB) and conferment of awards like the annual GAWAD CES program, quarterly CES VIP and Outstanding CEO awards, and career planning and development.



- Who are covered by the CESPES?

The CESPES covers: (a) officials who are appointed to CES positions, whether Career Executive Service Officers (CESOs) Career Executive Service Eligibles (CESEs), Career Service Executive Eligibles (CSEEs) or non-CES eligibles; and (b) those designated in acting or officer-in-charge capacity of a CES position for an uninterrupted period of at least three months.

- How is performance evaluated in CESPES?

Each CES official is evaluated based on two major components: (a) Accomplishment (through their Performance Commitment) and (b) Executive/Managerial Competence (through the Behavioral Competency Scale), with corresponding weight allocations of 80% and 20%, respectively.

- How is CESPES conducted?

The Online CESPES is implemented simultaneously in all departments/agencies covered by the CES in accordance with the schedule prepared by the CESB. It is conducted twice a year covering the performance of the preceding semester. The first semester performance covering the January-June rating period shall be rated from July 1 to August 31. Meanwhile, the second semester performance covering the July to December rating period shall be rated from January 1 to February 28 of the following year.

- What are the repercussions of delayed and/or incomplete submission of CESPES?

An official without a CESPES rating shall not be eligible for original or promotional appointment to CES ranks. He/she may not qualify for the grant of merit-based incentives/benefits or for nomination to awards and other forms of recognition, including the annual Gawad CES Program and the quarterly CES VIP and Outstanding CEO awards.



Annexes



Annex 1

Application for Leave form

CS Form No. 6, Revised 2020

Civil Service Form No. 6
Revised 2020

ANNEX A



Republic of the Philippines
(Agency Name)
(Agency Address)

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT _____	2. NAME : (Last) _____ (First) _____ (Middle) _____												
3. DATE OF FILING _____	4. POSITION _____	5. SALARY _____											
6. DETAILS OF APPLICATION													
<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p>_____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>												
<p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p>_____</p> <p>INCLUSIVE DATES</p> <p>_____</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p>_____</p> <p style="text-align: right;">(Signature of Applicant)</p>												
7. DETAILS OF ACTION ON APPLICATION													
<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of _____</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%;">Vacation Leave</td> <td style="width: 35%;">Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table> <p>_____</p> <p style="text-align: center;">(Authorized Officer)</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">(Authorized Officer)</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
<p>7.C APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p> <p>_____</p> <p style="text-align: center;">(Authorized Official)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>												



Annex 2
Appointment Form
CS Form 33-A, Revised 2018

For Regulated Agencies

CS Form No. 33-A
Revised 2017

(Stamp of Date of Receipt)

Republic of the Philippines
(Name of Agency)

Mr./Mrs./ Ms.: _____

You are hereby appointed as _____ (SG/JG/PG ____)
(Position Title)

under _____ status at the _____
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of _____ (P _____)
pesos per month.

The nature of this appointment is _____ vice _____
(Original, Promotion, etc.)

_____, who _____ with Plantilla Item No. _____
(Transferred, Retired, etc.)

Page _____ .

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

Appointing Officer/Authority

Date of Signing

CSC ACTION:



Date

(Stamp of Date of Release)



Annex 3
Assumption to Duty
CS Form No. 4, Revised 2018

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. _____
 has assumed the duties and responsibilities as
 _____ of _____
 effective _____.

This certification is issued in connection with the issuance of the
 appointment of Ms./Mr. _____ **85**
 _____.

Done this ____ day of _____ in _____.

 Head of Office/Department/Unit

Date: _____

Attested by:

 HRMO

201 file
 Admin
 COA
 CSC

*For submission to CSC FO
 within 30 days from the
 date of assumption of the
 appointee*



Annex 4

Clearance From Money, Property and Work-Related Accountabilities CS Form No. 7 s. 2017

CS Form No. 7
Series of 2017


NATIONAL TOBACCO ADMINISTRATION CLEARANCE FORM

(Instructions at the back)

I PURPOSE				
Retirement (Optional) Date of Application _____				
TO: I hereby apply for clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:				
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____				
Effectivity/Inclusive Period: _____				
Office of Assignment: _____			Name and Signature of Employee _____	
Position/SG/JG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			_____ ROBERT VICTOR G. SEARES, JR. Head of Office	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services			ABRAHAM C. DELA PEÑA	
b. Human Resource Welfare & Assistance			ZENAIDA T. ARROJO	
c. Agency-accredited Union/Cooperative			NEYO E. VALDEZ	
2. Library				
a. Legal Office Library			MICHELLE P. NACPIL	
b. Library Services			MICHELLE P. NACPIL	
3. Finance and Assets Management				
a. Financial Services			MA. TERESA B. LAUDENCIA	
b. Transaction, Processing & Billing Services			MILAGROS C. TIU	
c. Payroll & Remittance Services			REYNALDO R. AQUINO	
4. Professional and Institutional Development				
a. Scholarship Services			N/A	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			ATTY. JUN FRED V. PARADO	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
ROBERT VICTOR G. SEARES JR. ADMINISTRATOR/ CHIEF EXECUTIVE OFFICER Signature over Printed Name of Agency Head				



Annex 5 Individual Performance Commitment and Review Form *Sample IPCR form*

	Department of Agriculture NATIONAL TOBACCO ADMINISTRATION Panay Avenue corner Scout Reyes Street, Quezon City																															
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORM																																
I, Name of officer/employee , of the Unit/Division/Department , commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY - JUNE 2018 .																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Signature:</td></tr> <tr><td>Name:</td></tr> <tr><td>Position:</td></tr> <tr><td>Date: JANUARY __, 2018</td></tr> </table>	Signature:	Name:	Position:	Date: JANUARY __, 2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="text-align: center;">APPROVED:</td></tr> <tr><td>Signature:</td></tr> <tr><td>Name:</td></tr> <tr><td>Position: DEPARTMENT MANAGER III</td></tr> <tr><td>Date:</td></tr> </table>	APPROVED:		Signature:	Name:	Position: DEPARTMENT MANAGER III	Date:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Rating</td><td>5</td><td>Outstanding</td><td>- 130% & above</td></tr> <tr><td>Scale</td><td>4</td><td>Very Satisfactory</td><td>- 115 - 129%</td></tr> <tr><td></td><td>3</td><td>Satisfactory</td><td>- 100 - 114%</td></tr> <tr><td></td><td>2</td><td>Unsatisfactory</td><td>- 51 - 99%</td></tr> <tr><td></td><td>1</td><td>Poor</td><td>- 50% and below</td></tr> </table>	Rating	5	Outstanding	- 130% & above	Scale	4	Very Satisfactory	- 115 - 129%		3	Satisfactory	- 100 - 114%		2	Unsatisfactory	- 51 - 99%		1	Poor	- 50% and below
Signature:																																
Name:																																
Position:																																
Date: JANUARY __, 2018																																
APPROVED:																																
Signature:																																
Name:																																
Position: DEPARTMENT MANAGER III																																
Date:																																
Rating	5	Outstanding	- 130% & above																													
Scale	4	Very Satisfactory	- 115 - 129%																													
	3	Satisfactory	- 100 - 114%																													
	2	Unsatisfactory	- 51 - 99%																													
	1	Poor	- 50% and below																													
MAJOR FINAL OUTPUT/PAPs/ STRATEGIC OBJECTIVE	SUCCESS INDICATOR <small>(Targets+Measures)</small>	ACTUAL ACCOMPLISHMENTS	RATING	REMARKS																												
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Qtr</td> <td style="width: 10%;">Q1</td> <td style="width: 10%;">Q2</td> <td style="width: 10%;">E</td> <td style="width: 10%;">T</td> <td style="width: 10%;">Ave.</td> </tr> </table>	Qtr	Q1	Q2	E	T	Ave.																							
Qtr	Q1	Q2	E	T	Ave.																											



Annex 6
Oath of Office
CS Form No. 32, Revised 2018

CS Form No. 32
Revised 2017

REPUBLIC OF THE PHILIPPINES
(Name of Agency)

OATH OF OFFICE

I, _____ (Name of the Appointee) _____ of
_____ (Address of the Appointee) _____ having been
appointed to the position of _____ (Position Title) _____ hereby
solemnly swear, that I will faithfully discharge to the best of my ability, the duties of
my present position and of all others that I may hereafter hold under the Republic of
the Philippines; that I will bear true faith and allegiance to the same; that I will obey
the laws, legal orders, and decrees promulgated by the duly constituted authorities of
the Republic of the Philippines; and that I impose this obligation upon myself
voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

(Signature over Printed Name
of the Appointee)

Government ID: _____
ID Number : _____
Date Issued : _____

Subscribed and sworn to before me this _____ day of
_____, 20__ in _____,
Philippines.

(Signature over Printed Name
of the Appointing Officer/
Authority/ Head of Office)



Annex 7 Medical Certificate

CS Form No. 211, Revised 2018, for Original Appointment and Reemployment

CS Form No. 211
Revised 2018

MEDICAL CERTIFICATE

(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
 b. Attach this certificate to original appointment, transfer and reemployment.
 c. The results of the following pre-employment medical/physical/psychological must be attached to this form:

- Blood Test
- Urinalysis
- Chest X-Ray
- Drug Test
- Psychological Test
- Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS		
ADDRESS					
AGE	SEX	CIVIL STATUS	PROPOSED POSITION		

FOR THE LICENSED GOVERNMENT PHYSICIAN

<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input type="checkbox"/>FIT / <input type="checkbox"/>UNFIT for employment.</i>					
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:			OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
AGENCY/Affiliation of Licensed Government Physician:					
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE		
OFFICIAL DESIGNATION			DATE EXAMINED		



Annex 8

Notice of Allocation for Maternity Leave Form

CS Form No. 6a , Series of 2020

CS Form No. 6a
Series of 2020

ANNEX B**NOTICE OF ALLOCATION OF MATERNITY LEAVE****I. FOR FEMALE EMPLOYEE**

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)	POSITION
HOME ADDRESS	AGENCY and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)	
<p><i>I am allocating ____ days (7 days max.) of my 105-day maternity leave to Mr./Ms. _____, which benefit is granted under Republic Act No. 11210 or the 105-Day Expanded Maternity Law. Attached is the proof of our relationship.</i></p> <p style="text-align: center;">_____ DATE _____</p>	
<p>_____ SIGNATURE OVER PRINTED NAME</p> <p style="text-align: right;">_____ DATE</p>	

II. FOR CHILD'S FATHER/ALTERNATE CAREGIVER

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)	POSITION
HOME ADDRESS	AGENCY / EMPLOYER and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)	
RELATIONSHIP TO THE FEMALE EMPLOYEE (Please mark the box with "x") <input type="checkbox"/> Child's father <input type="checkbox"/> Alternate caregiver <input type="checkbox"/> Relative within fourth degree of consanguinity (Specify: _____) <input type="checkbox"/> Current partner sharing the same household	<p><i>I accept the allocated ____ days of the 105-day maternity leave from the abovementioned female employee and I/we submit the attached proof of our relationship. It is understood that the allocated maternity leave is for the care of our/her newborn child.</i></p> <p style="text-align: center;">_____ DATE _____</p>
<p>_____ SIGNATURE OVER PRINTED NAME</p> <p style="text-align: right;">_____ DATE</p>	

PROOF OF RELATIONSHIP			
<i>(Please mark the box with "x" and attach a photocopy of the document)</i>			
<input type="checkbox"/> Child's Birth Certificate	<input type="checkbox"/> Marriage Certificate	<input type="checkbox"/> Barangay Certificate	<input type="checkbox"/> Other bona fide document/s that can prove filial relationship

III. FOR THE HRMO AND THE HEAD OF OFFICE/AUTHORIZED OFFICIAL

<p><i>I certify that Ms. _____ has a maternity leave balance of ____ days. Furthermore, I have reviewed and evaluated the attached supporting documents and find the herein allocation of maternity leave in order.</i></p> <p style="text-align: center;">_____ SIGNATURE OVER PRINTED NAME HRMO</p> <p style="text-align: center;">_____ DATE</p>	<p style="text-align: center;">APPROVED:</p> <p style="text-align: center;">_____ SIGNATURE OVER PRINTED NAME Head of Office/Authorized Official</p> <p style="text-align: center;">_____ DATE</p>
AGENCY, ADDRESS and CONTACT DETAILS	



Annex 10 Personal Data Sheet CS Form 212, Revised 2017

CS Form No. 212 Revised 2017								
PERSONAL DATA SHEET								
WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned. READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropriate boxes <input type="checkbox"/> and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.								
1. CS ID No. _____							(Do not fill up. For CSC use only)	
I. PERSONAL INFORMATION								
2. SURNAME								
FIRST NAME						NAME EXTENSION (JR., SR)		
MIDDLE NAME								
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP		<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: _____				
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.						
5. SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female						
6. CIVIL STATUS		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: _____		17. RESIDENTIAL ADDRESS				
7. HEIGHT (m)				House/Block/Lot No. _____ Street _____				
8. WEIGHT (kg)				Subdivision/Village _____ Barangay _____				
9. BLOOD TYPE				City/Municipality _____ Province _____				
10. GISIS ID NO.				ZIP CODE _____				
11. PAG-IBIG ID NO.				18. PERMANENT ADDRESS				
12. PHILHEALTH NO.				House/Block/Lot No. _____ Street _____				
13. SSS NO.				Subdivision/Village _____ Barangay _____				
14. TIN NO.				City/Municipality _____ Province _____				
15. AGENCY EMPLOYEE NO.				ZIP CODE _____				
				19. TELEPHONE NO.				
				20. MOBILE NO.				
				21. E-MAIL ADDRESS (if any)				
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME					23. NAME OF CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME		NAME EXTENSION (JR., SR)						
MIDDLE NAME								
OCCUPATION								
EMPLOYER/BUSINESS NAME								
BUSINESS ADDRESS								
TELEPHONE NO.								
24. FATHER'S SURNAME								
FIRST NAME		NAME EXTENSION (JR., SR)						
MIDDLE NAME								
25. MOTHER'S MAIDEN NAME								
SURNAME								
FIRST NAME								
MIDDLE NAME								
<i>(Continue on separate sheet if necessary)</i>								
III. EDUCATIONAL BACKGROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
			From	To				
ELEMENTARY								
SECONDARY								
VOCATIONAL / TRADE COURSE								
COLLEGE								
GRADUATE STUDIES								
<i>(Continue on separate sheet if necessary)</i>								
SIGNATURE			DATE					



Annex 11 Position Description Form

DBM CSC Form No. 1, Revised 2017; for All Types of Appointments

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 <small>(Revised: Version No. 1, s. 2017)</small>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title 				
2. ITEM NUMBER		3. SALARY GRADE				
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <input type="checkbox"/> Province <input type="checkbox"/> 1st Class <input type="checkbox"/> 5th Class <input type="checkbox"/> City <input type="checkbox"/> 2nd Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Municipality <input type="checkbox"/> 3rd Class <input type="checkbox"/> Special <input type="checkbox"/> <input type="checkbox"/> 4th Class						
5. DEPARTMENT, CORPORATION OR AGENCY / LOCAL GOVERNMENT			6. BUREAU OR OFFICE			
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK			
9. PRESENT APPROP FACT		10. PREVIOUS APPROP FACT		11. SALARY AUTHORIZED		12. OTHER
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>						
POSITION TITLE			ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK						
17. CONTACTS / CLIENTS / STAKEHOLDERS						
17a. Internal		Occasional		Frequent		
Executive / Managerial		Professional		Operative		
Occasional		Frequent		17b. External		
Occasional		Frequent		General Public		



Annex 12

Post Training Effectiveness Assessment Form








NTA-ASD/PTEA-016-049-3

Republic of the Philippines
Department of Agriculture
NATIONAL TOBACCO ADMINISTRATION
Quezon City

POST-TRAINING EFFECTIVENESS ASSESSMENT (PTEA)

Name: _____
Position: _____

Department / Branch Office: _____

Training Details	Title: _____ SO No.: _____ SO Date: _____ Training Date/s: _____ No. of Training Days: _____ Training Provider: _____ Training Cost/ Registration Fee: _____				
Brief Summary of the Training <i>(Accomplish in bullet form. Please attach program or brochure.)</i>					
Participants Reaction to Training Attended <i>(Participants to rate experience to the training attended)</i>	<i>Please rate the effectiveness of training attended. (Participants Reaction)</i>				
	1	2	3	4	5
	 Very Dissatisfied	 Dissatisfied	 Neutral	 Satisfied	 Very Satisfied
	Training Content				
	Resource Speaker's Mastery of Topic				
	Participants Reaction To Training Attended (Overall Satisfaction to Training)				
Training Description <i>(Check at least 1 and provide details on the right column)</i>	Latest updates on:				
<input type="radio"/> Latest Updates <i>(Newer version of something or, revised system)</i> <input type="radio"/> Trends <i>(New/innovative process or technology or system introduced in the training)</i> <input type="radio"/> Feedback <i>(Information and/or personal reaction of the participant about the training course, speakers, etc.)</i>					



Annex 13 SALN Form Sample CSC Form, Revised as of January 2015

Revised as of January 2015
Per CSC Resolution No. 1500088
Promulgated on January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 30, 2018

(Required by R.A. 6713)

Note: *Husband and wife who are both public officials and employees may file the required statements jointly or separately.*

Joint Filing Separate Filing Not Applicable

DECLARANT:	Dela Cruz Juan M. (Family Name) (First Name) (M.I.)	POSITION:	Clerk V
ADDRESS:	1 Rizal St., Sampaloc, Manila	AGENCY/OFFICE:	Civil Service Commission
		OFFICE ADDRESS:	CSC Bldg., IBP Road, Batasan Hills, Quezon City
SPOUSE:	Dela Cruz Juana M. (Family Name) (First Name) (M.I.)	POSITION:	Director II
		AGENCY/OFFICE:	Civil Service Commission
		OFFICE ADDRESS:	CSC Bldg., IBP Road Batasan Hills, Quezon City

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
Gabriel M. dela Cruz	1/2/2005	13
Michael M. dela Cruz	5/2/2010	9
Angelica M. dela Cruz	10/11/2017	2
N/A	N/A	N/A

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST	
					YEAR	MODE	COST	
House and Lot (mort.)	Residential	1 Rizal St., Sampaloc, Manila	P800,000.00	P1,500,000.00	2003	Sale with mortgage	P5,000,000.00	
Building (1/3 co-owned)	Commercial	1 Quezon Ave., Tandang Sora, Cavite	P1,200,000.00	P2,000,000.00	2000	Deed of Sale	P1,500,000.00	
Farm lot	Agricultural	Brgy. Kaligayahan, Cavite	P900,000.00	P1,200,000.00	2010	Inherited	0	
Lot	Mixed use	Santa Fe Subd., Brgy. Ana, Quezon City	P600,000.00	P800,000.00	2008	Deed of Sale	P1,300,000.00	
Subtotal:							P7,800,000.00	

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Condominium Unit (contract to sell)	2015	P500,000.00
Furniture	2000-present	P150,000.00
Appliances	2000-present	P200,000.00
Shares of stock	2013	P50,000.00
Subtotal :		P3,250,000.00

TOTAL ASSETS (a+b): P11,050,000.00

* Additional sheet/s may be used, if necessary.



Annex 14

SALN Form Additional Sheet

Revised as of January 2015

Revised as of January 2015
Per CSC Resolution No. 1500088
Promulgated on January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Sample additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

NAME: _____ **POSITION:** _____
(Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

NOTES