

COMPENSATION PACKAGE

CHAIRMAN and ADMINISTRATOR (SG-30)

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	130,880.77
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Representation Allowance (RA)		11,000.00
Transportation Allowance (TA)		*11,000.00

*Not entitled to Transportation Allowance if Government Vehicle is provided

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 437.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 or 3 bedrooms Power/Electricity – maximum consumption Free (500 kilowatt hour per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit

COMPENSATION PACKAGE

SENIOR DEPUTY ADMINISTRATOR (SG-29)

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	73,756.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Representation Allowance (RA)		10,000.00
Transportation Allowance (TA)		*10,000.00

*Not entitled to Transportation Allowance if Government Vehicle is provided

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 437.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 or 3 bedrooms Power/Electricity – maximum consumption Free (500 kilowatt hour per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit

COMPENSATION PACKAGE

DEPUTY ADMINISTRATOR (SG-28)

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	60,663.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Representation Allowance (RA)		9,000.00
Transportation Allowance (TA)		*9,000.00

*Not entitled to Transportation Allowance if Government Vehicle is provided

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 437.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 or 3 bedrooms Power/Electricity – maximum consumption Free (500 kilowatt hour per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit

COMPENSATION PACKAGE

DEPARTMENT HEAD / MANAGER (SG-26)

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	44,661.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Representation Allowance (RA)		8,500.00
Transportation Allowance (TA)		*8,500.00

*Not entitled to Transportation Allowance if Government Vehicle is provided

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 437.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 or 3 bedrooms Power/Electricity – maximum consumption Free (500 kilowatt hour per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit

COMPENSATION PACKAGE

ATTORNEY V (SG-25)

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	38,842.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Representation Allowance (RA)		5,000.00
Transportation Allowance (TA)		*5,000.00

*Not entitled to Transportation Allowance if Government Vehicle is provided

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 437.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 bedrooms Power/Electricity – maximum consumption Free (500 Kilowatt hour per month) Garbage Fee – Free
2. MEDCAP	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
3. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

EXECUTIVE ASSISTANT VI (SG-25)

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	38,842.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 437.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 bedrooms Power/Electricity – maximum consumption Free (500 Kilowatt hour per month) Garbage Fee – Free
2. MEDCAP	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
3. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

DIVISION CHIEF III (SG-24)

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	34,332.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child max of 4
Representation Allowance (RA)		5,000.00
Transportation Allowance (TA)		*5,000.00

*Not entitled to Transportation Allowance if Government Vehicle is provided

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 425.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 bedrooms Power/Electricity – maximum consumption Free (500 Kilowatt hour per month) Garbage Fee – Free
2. MEDCAP	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
3. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

EXECUTIVE ASSISTANT V (SG-24)

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	34,332.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 425.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 bedrooms Power/Electricity – maximum consumption Free (500 Kilowatt hour per month) Garbage Fee – Free
2. MEDCAP	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
3. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 23

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	30,928.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 375.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. Housing Privileges	One (1) Unit with 2 bedrooms shared by two Power/Electricity – maximum consumption Free (500 Kilowatt hour per month) Garbage Fee – Free
2. MEDCAP	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
3. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 22

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	27,524.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 337.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 21

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	24,949.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 300.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 20

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	22,418.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 275.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 19

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	21,150.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 262.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 18

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	19,953.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 237.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 17

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	18,822.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 225.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 16

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	17,757.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 212.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 15

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	16,752.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 200.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 14

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	15,802.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 187.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 13

1. MONTHLY SALARY AND ALLOWANCES:

Salary	Php	14,908.00
Additional Compensation (ACA)		500.00
Personnel Economic Relief Allowance (PERA)		500.00
Meal Allowance		500.00
Rice Allowance		1,500.00
Child Allowance		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 175.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 12

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	13,269.00	Php	13,269.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 162.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee's Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 11

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	13,269.00	Php	13,269.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 162.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 10

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	12,519.00	Php	12,519.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 150.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 09

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	11,736.00	Php	11,736.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 137.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 08

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	10,969.00	Php	10,969.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 125.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 07

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	10,251.00	Php	10,251.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 125.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 06

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	9,581.00	Php	9,581.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 112.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 05

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	8,871.00	Php	8,871.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 100.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 04

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	8,214.00	Php	8,214.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 100.00 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)

COMPENSATION PACKAGE

SALARY GRADE 03

1. MONTHLY SALARY AND ALLOWANCES:

	REGULAR		CASUAL	
Salary	Php	7,606.00	Php	7,606.00
Additional Compensation (ACA)		500.00		500.00
Personnel Economic Relief Allowance (PERA)		500.00		500.00
Meal Allowance		500.00		500.00
Rice Allowance		1,500.00		1,500.00
Child Allowance		100.00/child		100.00/child

2. STATUTORY BENEFITS:

a. 13th Month Pay	One (1) month salary per year
b. Cash Gift	Php 5,000.00 per year
c. Clothing Allowance	Php 5,000.00 per year
d. Philhealth Coverage/Premium	Php 87.50 per month
e. GSIS Coverage/Premium	12% of basic pay
f. Pag-IBIG Coverage/Premium	Php 100.00 per month
g. Employee’s Compensation	Php 100.00 per month
h. Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
i. Special Leave Privilege (SLP)	3 days in a given year
j. Special Leave Benefits for Women	
j.1. Minor	Surgical procedures requiring a max period of recuperation of two (2) weeks
j.2. Major	Surgical procedures requiring a min period of recuperation of three (3) weeks to a max period of two (2) months
k. Maternity Leave	60 calendar days
l. Paternity Leave	7 working days
m. Parental Leave	7 working days granted to solo parent
n. Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
o. Study Leave	Not to exceed six (6) months with pay
p. Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0478087
q. Special Emergency Leave (Natural Calamity/Disaster)	5 days per calamity (consecutive or staggered)
r. GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service, shall be entitled to 5 years lump sum upon retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on actual retirement premium contribution paid and remitted to GSIS.
s. GSIS Retirement Gratuity Pay	Applies to employees who entered the government service on or before May 31, 1997 and who have 20 years of government service in the aggregate. Gratuity Law states benefits should be paid by last employer subject to availability of funds.

3. OTHER BENEFITS:

1. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash;
2. Overtime	Compensatory Time-Off (CTO) may be granted in lieu of overtime pay (AO 103 as implemented by CSC/DBM Joint Circular No. 2, s. 2004)