

# COMPENSATION PACKAGE

## CHAIRMAN and ADMINISTRATOR (SG-30)

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |            |
|--|-----|------------|
| Salary                                     | Php | 189,199.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00   |
| 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. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | 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                                     | 105 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:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| q. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (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 a maximum of 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, 1977 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<br>Power/Electricity – maximum consumption<br>Free (Php5,000.00 per month)<br>Garbage Fee – free   |
| 2. MEDCAP (Medical Benefits)              | Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents;<br>Non-cumulative/non-commutative to cash;<br>SBMA approved additional benefit |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## SENIOR DEPUTY ADMINISTRATOR (SG-29)

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |            |
|--|-----|------------|
| Salary                                     | Php | 167,432.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00   |
| 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. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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<br>Free Power/Electricity (Php5000 per month)<br>Garbage Fee – free  |
| 2. MEDCAP (Medical Benefits)              | Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents;<br>Non-cumulative/non-commutative to cash;<br>SBMA approved additional benefit |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## DEPUTY ADMINISTRATOR (SG-28)

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |            |
|--|-----|------------|
| Salary                                     | Php | 148,171.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00   |
| 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. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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<br>Free Power/Electricity (Php5000 per month)<br>Garbage Fee – free  |
| 2. MEDCAP (Medical Benefits)              | Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents;<br>Non-cumulative/non-commutative to cash;<br>SBMA approved additional benefit |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## DEPARTMENT HEAD / MANAGER (SG-26)

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |            |
|--|-----|------------|
| Salary                                     | Php | 116,040.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00   |
| 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. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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<br>Free Power/Electricity (Php 5000 per month)<br>Garbage Fee – free   |
| 2. MEDCAP (Medical Benefits)              | Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents;<br>Non-cumulative/non-commutative to cash;<br>SBMA approved additional benefit |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## ATTORNEY V (SG-25)

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |            |
|--|-----|------------|
| Salary                                     | Php | 102,690.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00   |
| 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. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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<br>Free Power/Electricity (Php 5000 per month)<br>Garbage Fee – free   |
| 2. MEDCAP (Medical Benefits)              | Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents;<br>Non-cumulative/non-commutative to cash;<br>SBMA approved additional benefit |
| 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  |
| 4. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## EXECUTIVE ASSISTANT VI (SG-25)

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |            |
|--|-----|------------|
| Salary                                     | Php | 102,690.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00   |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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<br>Free Power/Electricity (Php 5000 per month)<br>Garbage Fee – free   |
| 2. MEDCAP (Medical Benefits)              | Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents;<br>Non-cumulative/non-commutative to cash;<br>SBMA approved additional benefit |
| 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  |
| 4. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## DIVISION CHIEF III (SG-24)

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 90,087.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |
| 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. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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<br>Free Power/Electricity (Php 5000 per month)<br>Garbage Fee – free   |
| 2. MEDCAP (Medical Benefits)              | Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents;<br>Non-cumulative/non-commutative to cash;<br>SBMA approved additional benefit |
| 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  |
| 4. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## EXECUTIVE ASSISTANT V (SG-24)

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 90,087.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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<br>Free (Php 5000 per month)<br>Garbage Fee – free   |
| 2. MEDCAP (Medical Benefits)              | Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents;<br>Non-cumulative/non-commutative to cash;<br>SBMA approved additional benefit |
| 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  |
| 4. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |



# COMPENSATION PACKAGE

## SALARY GRADE 23

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 80,003.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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; SBMA approved additional benefit |
| 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  |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## SALARY GRADE 22

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 71,511.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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; SBMA approved additional benefit |
| 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  |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00   |

# COMPENSATION PACKAGE

## SALARY GRADE 21

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 63,997.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 20

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 57,347.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 19

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 51,357.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 18

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 46,725.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 17

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 43,030.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 16

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 39,672.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |



# COMPENSATION PACKAGE

## SALARY GRADE 15

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 36,619.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 14

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 33,843.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 13

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 31,320.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 12

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 29,165.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 11

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 27,000.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 10

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 23,176.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 09

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 21,211.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 08

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 19,744.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |



# COMPENSATION PACKAGE

## SALARY GRADE 07

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 18,620.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 06

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 17,553.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days p (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 05

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
|  | Php | 16,543.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 04

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 15,586.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |

# COMPENSATION PACKAGE

## SALARY GRADE 03

### 1. MONTHLY SALARY AND ALLOWANCES:

|  |     |           |
|--|-----|-----------|
| Salary                                     | Php | 14,678.00 |
| Personnel Economic Relief Allowance (PERA) |     | 2,000.00  |

### 2. STATUTORY BENEFITS:

|  |  |
|--|--|
| a. 13th Month Pay                                      | One (1) month salary per year  |
| b. 14th Month Pay                                      | One (1) month salary per year  |
| c. Cash Gift   | Php 5,000.00 per year  |
| d. Clothing Allowance                                  | Php 6,000.00 per year  |
| e. Philhealth Coverage/Premium                         | 4% of basic pay  |
| f. GSIS Coverage/Premium                               | 9% of basic pay  |
| g. Pag-IBIG Coverage/Premium                           | Php 100.00 per month   |
| h. Employee's Compensation                             | Php 100.00 per month   |
| i. Vacation Leave & Sick Leave                         | 15 days VL & 15 days SL in a year  |
| j. Special Leave Privilege (SLP)                       | 3 days in a given year   |
| k. 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  |
| l. Maternity Leave                                     | 105 calendar days  |
| m. Paternity Leave                                     | 7 working days   |
| n. Parental Leave                                      | 7 working days granted to solo parent  |
| o. Rehabilitation Leave (job connected injury)         | Not to exceed six (6) months with pay  |
| p. Study Leave   | Not to exceed six (6) months with pay  |
| q. Terminal Leave                                      | Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal Leave shall be computed as follows:   |
|  |  |
|  | <b>TLB = S x D x CF</b>  |
|  |  |
|  | Where: <b>TLB</b> – Terminal Leave Benefits  |
|  | <b>S</b> – Highest Monthly Salary Received   |
|  | <b>D</b> – No. of accumulated vacation and sick leave credits  |
|  | <b>CF</b> – Constant Factor is <b>0.0481927</b>  |
| r. Special Emergency Leave (Natural Calamity/Disaster) | 5 days (consecutive or staggered)  |
| s. 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 a maximum of 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. |
| t. GSIS Retirement Gratuity Pay                        | Applies to employees who entered the government service on or before May 31, 1977 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)              |
| 3. Collective Negotiation Agreement (CNA) | Up to 25,000.00  |