

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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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 Power/Electricity – maximum consumption Free (Php5,000.00 per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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 Free Power/Electricity (Php5000 per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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 Free Power/Electricity (Php5000 per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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 Free Power/Electricity (Php 5000 per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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 Free Power/Electricity (Php 5000 per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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 Free Power/Electricity (Php 5000 per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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 Free Power/Electricity (Php 5000 per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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 Free (Php 5000 per month) Garbage Fee – free
2. MEDCAP (Medical Benefits)	Php 10,000.00 (effective January 1, 2005) annual medical benefits to employees and immediate dependents; Non-cumulative/non-commutative to cash; SBMA approved additional benefit
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits S – Highest Monthly Salary Received D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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:
	TLB = S x D x CF
	Where: TLB – Terminal Leave Benefits
	S – Highest Monthly Salary Received
	D – No. of accumulated vacation and sick leave credits
	CF – Constant Factor is 0.0481927
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