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:**

2. STATUTURY DENEFITS:	
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
I. 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

3.	OTHER DENEFITS:	
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

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:**

	13th Month Pay	One (1) month calary per year
a. b.	13th Month Pay 14th Month Pay	One (1) month salary per year
	Cash Gift	One (1) month salary per year
C.		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
I.	Maternity Leave	105 calendar days
	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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
٩.	Tommar Edayo	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	5 days (consecutive or staggered)
	Calamity/Disaster)	2 22, 2 (22230
S.	GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has
Ŭ.		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
	00/00	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
1		benefits should be paid by last employer subject to
		availability of funds.

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

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:

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
Ī.	Maternity Leave	105 calendar days
	Paternity Leave	7 working days
n.	Parental Leave	7 working days 7 working days granted to solo parent
0.	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
ч.	Terminal Leave	Leave shall be computed as follows:
		Leave shall be computed as follows.
		TLB = S x D x CF
		TED = 0 X D X OI
		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	5 days (consecutive or staggered)
''	Calamity/Disaster)	a daya (dandadanta ar alaggaraa)
S.	GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has
ا ع	COTO I CHOIOIT I UTIO	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
<u> </u>		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.
1		avaliability of futius.

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

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:

۷.	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
0.	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.

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

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:**

۷.	STATUTURY 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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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
1		
1		reached at least 60 years of age with 15 years of service,
		reached at least 60 years of age with 15 years of service, shall be entitled to a maximum of 5 years lump sum upon
		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
		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
		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
		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	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. Applies to employees who entered the government service
t.	GSIS Retirement Gratuity Pay	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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of
t.	GSIS Retirement Gratuity Pay	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. 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
t.	GSIS Retirement Gratuity Pay	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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of

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

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:**

		-
	13th Month Pay	One (1) month salary per year
	14th Month Pay	One (1) month salary per year
	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
	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
	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
Ι.	Maternity Leave	105 calendar days
	Paternity Leave	7 working days
	Parental Leave	7 working days granted to solo parent
	Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
	Study Leave	Not to exceed six (6) months with pay
	Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal
٦.		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	5 days (consecutive or staggered)
	Calamity/Disaster)	, - (
	GSIS Pension Fund	Under RA 8291 (GSIS Act of 1997), a member who has
٠.		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	
t.	GSIS Retirement Gratuity Pay	GSIS. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of
t.	GSIS Retirement Gratuity Pay	Applies to employees who entered the government service
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

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

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
i.	Special Leave Privilege (SLP)	3 days in a given year
k.	Special Leave Benefits for Women	o dayo a g. vo you.
	j.1. Minor	Surgical procedures requiring a max period of recuperation
	,e.	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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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	5 days (consecutive or staggered)
-	Calamity/Disaster)	
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
1		benefits should be paid by last employer subject to
		availability of funds.

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
Collective Negotiation Agreement (CNA)	Up to 25,000.00

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:**

	404.14.41.0	10 (t) (t)
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.		Php 6,000.00 per year
e.	<u> </u>	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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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.

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

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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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	5 days (consecutive or staggered)
	Calamity/Disaster)	
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
		retirement and after 5 years, shall receive monthly pension for life. However, computation of benefits shall be based on
		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
		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	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. Applies to employees who entered the government service
t.	GSIS Retirement Gratuity Pay	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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of
t.	GSIS Retirement Gratuity Pay	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. 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
t.	GSIS Retirement Gratuity Pay	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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of

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

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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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
	On a sight For a way a soul a gaza (Night and	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.

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
Collective Negotiation Agreement (CNA)	Up to 25,000.00

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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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	5 days (consecutive or staggered)
	Calamity/Disaster)	
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
1		GSIS.
t.	GSIS Retirement Gratuity Pay	Applies to employees who entered the government service
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
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
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

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

SALARY GRADE 20

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

ar
nax period of recuperation
min period of recuperation
d of two (2) months
. ,
arent
ı pay
ı pay
o. 14, s. 1999, the Terminal
ws:
Benefits
ary Received
vacation and sick
ctor is 0.0481927
)
,
997), a member who has
with 15 years of service,
of 5 years lump sum upon
Il receive monthly pension
benefits shall be based on
oution paid and remitted to
•
ed the government service
ed the government service d who have 20 years of
ed the government service d who have 20 years of gate. Gratuity Law states
d who have 20 years of

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

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
_	Pag-IBIG Coverage/Premium	Php 100.00 per month
g.	Employee's Compensation	Php 100.00 per month
h. i.	Vacation Leave & Sick Leave	15 days VL & 15 days SL in a year
1.		
J.	Special Leave Privilege (SLP)	3 days in a given year
K.	Special Leave Benefits for Women	Oursiand and a description of the second state of the second state of
	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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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
		Where: TLB – Terminal Leave Benefits S – Highest Monthly Salary Received
		Where: TLB – Terminal Leave Benefits S – Highest Monthly Salary Received D – No. of accumulated vacation and sick
		Where: TLB – Terminal Leave Benefits S – Highest Monthly Salary Received D – No. of accumulated vacation and sick leave credits
	Special Emergency Legye (Netural	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)	Where: TLB – Terminal Leave Benefits S – Highest Monthly Salary Received D – No. of accumulated vacation and sick leave credits
r.	Special Emergency Leave (Natural Calamity/Disaster) GSIS Pension Fund	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
	Calamity/Disaster)	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 5 days (consecutive or staggered) Under RA 8291 (GSIS Act of 1997), a member who has
	Calamity/Disaster)	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 5 days (consecutive or staggered) Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service,
	Calamity/Disaster)	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 5 days (consecutive or staggered) 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
	Calamity/Disaster)	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 5 days (consecutive or staggered) 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
	Calamity/Disaster)	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 5 days (consecutive or staggered) 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
	Calamity/Disaster)	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 5 days (consecutive or staggered) 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
	Calamity/Disaster)	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 5 days (consecutive or staggered) 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
S.	Calamity/Disaster) GSIS Pension Fund	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 5 days (consecutive or staggered) 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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of
S.	Calamity/Disaster) GSIS Pension Fund	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 5 days (consecutive or staggered) 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. 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
S.	Calamity/Disaster) GSIS Pension Fund	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 5 days (consecutive or staggered) 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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of

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

SALARY GRADE 18

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	40/LM (LD	
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
I.	Maternity Leave	105 calendar days
	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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
Ι'		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
١.	Co. Comomon Cratary Fay	
١.	Co. Comomon Cratally Fay	on or before May 31, 1977 and who have 20 years of
	Co.C. Nouromont Gratally Fully	government service in the aggregate. Gratuity Law states
	Co.C. Nouromont Cratally 1 dy	

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

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
	j.z. iviajoi	of three (3) weeks to a max period of two (2) months
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.		7 working days granted to solo parent
0.	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	5 days (consecutive or staggered)
	Calamity/Disaster)	·
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.
1 4	GSIS Retirement Gratuity Pay	Applies to employees who entered the government service
t.		1 b - (M 04 4077 d b 00 (
τ.		on or before May 31, 1977 and who have 20 years of
τ.		government service in the aggregate. Gratuity Law states
τ.		

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

SALARY GRADE 16

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	404 M 44 D	To (1)
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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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
t.	GSIS Retirement Gratuity Pay	on or before May 31, 1977 and who have 20 years of
t.	GSIS Retirement Gratuity Pay	on or before May 31, 1977 and who have 20 years of government service in the aggregate. Gratuity Law states
t.	GSIS Retirement Gratuity Pay	on or before May 31, 1977 and who have 20 years of

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

SALARY GRADE 15

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	400 14 0 5	0 (4) (1 1
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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.		7 working days granted to solo parent
0.	Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
p.	Study Leave	Not to exceed six (6) months with pay
a.	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
		D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927
r.	Special Emergency Leave (Natural	leave credits CF – Constant Factor is 0.0481927
r.	Special Emergency Leave (Natural Calamity/Disaster)	leave credits
r.	Special Emergency Leave (Natural Calamity/Disaster) GSIS Pension Fund	leave credits CF – Constant Factor is 0.0481927
	Calamity/Disaster)	CF - Constant Factor is 0.0481927 5 days (consecutive or staggered) Under RA 8291 (GSIS Act of 1997), a member who has
	Calamity/Disaster)	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service,
	Calamity/Disaster)	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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
	Calamity/Disaster)	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service,
	Calamity/Disaster)	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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
	Calamity/Disaster) GSIS Pension Fund	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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.
	Calamity/Disaster)	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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. Applies to employees who entered the government service
S.	Calamity/Disaster) GSIS Pension Fund	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of
S.	Calamity/Disaster) GSIS Pension Fund	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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. 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
S.	Calamity/Disaster) GSIS Pension Fund	CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of

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

SALARY GRADE 14

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

_	42th Month Doy	One (4) month colony non-year	
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	
I.	Maternity Leave	105 calendar days	
	Paternity Leave	7 working days	
n.	Parental Leave	7 working days granted to solo parent	
0.	Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay	
	Study Leave	Not to exceed six (6) months with pay	
a.	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.	

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

SALARY GRADE 13

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	42th Month Doy	One (4) month colony non-year	
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	
Ι.	Maternity Leave	105 calendar days	
	Paternity Leave	7 working days	
n.	Parental Leave	7 working days granted to solo parent	
0.	Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay	
	Study Leave	Not to exceed six (6) months with pay	
a.	Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal	
ч.	Terrima Leave	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	5 days (consecutive or staggered)	
	Calamity/Disaster)		
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.	

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

SALARY GRADE 12

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	40tl M. d. D.	
a.	13th Month Pay	One (1) month salary per year
	14th Month Pay	One (1) month salary per year
C.	Cash Gift	Php 5,000.00 per year
d.		Php 6,000.00 per year
e.	<u> </u>	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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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	5 days (consecutive or staggered)
	Calamity/Disaster)	33.4.7
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.

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

SALARY GRADE 11

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	40tl M	10 (1)
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.		Php 6,000.00 per year
e.	<u> </u>	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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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	5 days (consecutive or staggered)
	Calamity/Disaster)	33.447
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.

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

SALARY GRADE 10

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	40th March Day	One (4) results and among a constant
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
Τ.	Maternity Leave	105 calendar days
	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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
Ι'		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
	CCIC Detirement Cretists Dev	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
1		availability of funds.

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

SALARY GRADE 09

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	40tl M. d. D.	
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.		Php 6,000.00 per year
e.	<u> </u>	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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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.

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

SALARY GRADE 08

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	13th Month Pay	One (1) month salary per year
a. b.	14th Month Pay	
	Cash Gift	One (1) month salary per year Php 5,000.00 per year
c. 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
<u>j.</u>	Special Leave Privilege (SLP)	3 days in a given year
k.		
	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
T.	Maternity Leave	105 calendar days
	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	Rehabilitation Leave (job connected injury)	Not to exceed six (6) months with pay
p.	Study Leave	Not to exceed six (6) months with pay
a.	Terminal Leave	Pursuant to Sec 40 of CSC MC No. 14, s. 1999, the Terminal
٦,		Leave shall be computed as follows:
		·
		TLB = S x D x CF
		Where: TLB - Terminal Leave Benefits
		S - Highest Monthly Salary Received
		S – Highest Monthly Salary Received D – No. of accumulated vacation and sick
		D – No. of accumulated vacation and sick
r.	Special Emergency Leave (Natural	D – No. of accumulated vacation and sick leave credits
r.		D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927
r.	Special Emergency Leave (Natural Calamity/Disaster) GSIS Pension Fund	D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927
	Calamity/Disaster)	D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered)
	Calamity/Disaster)	D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) Under RA 8291 (GSIS Act of 1997), a member who has
	Calamity/Disaster)	D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) Under RA 8291 (GSIS Act of 1997), a member who has reached at least 60 years of age with 15 years of service,
	Calamity/Disaster)	D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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
	Calamity/Disaster)	D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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
	Calamity/Disaster)	D – No. of accumulated vacation and sick leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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
	Calamity/Disaster)	D – No. of accumulated vacation and leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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. Applies to employees who entered the government service
S.	Calamity/Disaster) GSIS Pension Fund	D – No. of accumulated vacation and leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of
S.	Calamity/Disaster) GSIS Pension Fund	D – No. of accumulated vacation and leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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. 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
S.	Calamity/Disaster) GSIS Pension Fund	D – No. of accumulated vacation and leave credits CF – Constant Factor is 0.0481927 5 days (consecutive or staggered) 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. Applies to employees who entered the government service on or before May 31, 1977 and who have 20 years of

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

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.	,	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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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	5 days (consecutive or staggered)
L	Calamity/Disaster)	
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
		I have the about the model by the transferred and test to
		benefits should be paid by last employer subject to availability of funds.

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

SALARY GRADE 06

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	40:1 M (1 D	0 (4)
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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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.

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

SALARY GRADE 05

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

_	4 Oth Month Dov	One (1) month colony normas:
-	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
0.	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	5 days (consecutive or staggered)
	Calamity/Disaster)	
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
L		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.

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

SALARY GRADE 04

1. MONTHLY SALARY AND ALLOWANCES:

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

2. **STATUTORY BENEFITS:**

	40tl M	
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.		Php 6,000.00 per year
e.	<u> </u>	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
I.	Maternity Leave	105 calendar days
m.	Paternity Leave	7 working days
n.	Parental Leave	7 working days granted to solo parent
0.	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.

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

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	
I.	Maternity Leave	105 calendar days	
m.	Paternity Leave	7 working days	
n.	Parental Leave	7 working days granted to solo parent	
0.	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	
Ι'.		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	5 days (consecutive or staggered)	
	Calamity/Disaster)	, , , , , , , , , , , , , , , , , , , ,	
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.	
1		availability of farias.	

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