



**MUNICIPALITY OF ALABEL**

**EMPLOYEE**

**HANDBOOK**

**OFFICIAL EMPLOYEE GUIDE**

**SMILE ALABEL**



## **RECRUITMENT, SELECTION AND PLACEMENT**

*It is LGU's policy to engage, appoint, and promote personnel based on merit and competence as per set of standards; and based on fair competition; and all in accordance with the Civil Service Rules and Regulations. As regards to its Board members and Officers, the Fit and Proper Rule.*

### **BASIC POLICIES**

This is established as guide of agency in taking personnel action pursuant to the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

- a. The selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.
- b. There shall be equal employment opportunity for men and women at all levels of position in the agency, provided, minimum requirements of the position to be filled are met.
- c. There shall be no discrimination in the selection of employees on account of gender, age, status, disability, religion, ethnicity or political affiliation.
- d. For vacancies in the first and second levels, all qualified next-in-rank employees, including those on official leave for local and foreign scholarships/training and those on maternity leave and other form of leaves, shall be considered candidates for promotion to the next higher position.
- e. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment at all times.

## A.2 NATURE OF APPOINTMENT

The following terms are from the Omnibus Rules on Appointment and Other Human Resource Actions (*ORAOHRA, 2025*):

- a. **Original** - refers to the initial entry into the career service of persons who meet all the requirements of the position. This includes those appointed under CSC MC No. 10, s. 1980, as amended by MC No. 11, s. 1996.
  - It is understood that the first six (6) months of service following an original appointment will be probationary in nature and the appointee shall undergo thorough character investigation. A probationer may be dropped from the service for unsatisfactory service conduct any time before the expiration of the probationary period, provided that such action is appealable to the Commission.
  - However, if no notice of termination or unsatisfactory conduct is given to appointee during 6-month probationary period, the appointment automatically becomes permanent.
- b. **Reemployment** - is the reappointment of a person who has been previously appointed to a position in the career or non-career service and separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation or of any non-disciplinary actions such as dropping from the rolls and other modes of separation. Reemployment presupposes a gap in the service (MC. 15, s. 1999).
- c. **Reappointment** - is the issuance of an appointment of a person who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, been separated therefrom or to one who has been exonerated of the administrative charges unless the decision exonerating him specifies restoration to his previous position.
  - a. **Transfer** - is the movement of employee from one position to another of equivalent rank, level, or salary without break in the service involving issuance of an appointment.

This transfer may be from one department or agency to another or from one organizational unit to another in the same department or agency. Provided, however, that any movement from the non-career service to the career service shall not be considered transfer.

- a. **Promotion** - the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by corresponding increase in salary; promotion may be from one department or agency to another or from one organization unit to another within the same department or agency.

An employee who is promoted to another agency shall notify the head of the agency in writing at least thirty (30) days prior to his / her assumption to the position. It is understood that the employee who is promoted to another agency is cleared from all money, property and work-related accountabilities.

The pendency of an administrative case against any employee shall NOT be a bar to promotion.

An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

### **A.3 OTHER PERSONNEL MOVEMENTS**

The following terms are from the Omnibus Rules on Appointment and Other Human Resource Actions (*ORAOHRA, 2025*):

- a. **Reassignment** - is the movement of an employee from one organizational unit to another in the same department or agency which does not involve a reduction in rank, status, or salary. If reassignment is without the consent of the employee being reassigned, it shall be allowed only for a maximum period of one year. Reassignment is presumed to be regular and made in the interest of public service unless proven otherwise or it is constituting constructive dismissal.
- b. **Detail** - is the temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status and salary.
- c. **Secondment** - is the movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment and may either involve reduction or increase in compensation.
- d. **Designation** - is the imposition of additional duties to be performed anytime at the pleasure of the appointing authority and does not involve increase in salary remuneration.

### **A.4 EMPLOYMENT STATUS**

The classifications of employment in Local Government Unit of Alabel are as follows:

- a. **Permanent** – an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof (ORAOHRA,2025).
- b. **Temporary** – an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility. A temporary appointment may only be issued in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the highest official in charge of human resource management. The appointment shall not exceed twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available (ORAOHRA, 2025).
- c. **Coterminous** – an appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority or of the head of the organizational unit where assigned. Specifically, the categories of coterminous appointments are (ORAOHRA, 2025):
- **Coterminous with the Appointing Authority**- an appointment is coexistent with the term/tenure of the appointing authority
  - **Coterminous with the Official Being Served**- an appointment is coexistent with the term/tenure of the head of the organizational unit to which he/she is assigned, who is not the appointing officer/authority.
  - **Coterminous with the Privatization of the Operating Entity**- an appointment is coexistent with the duration of a particular project for which purpose of employment was made or subject to the availability of funds for the same.
  - **Coterminous with the Incumbent** - an appointment is coexistent with the appointee, in that after the resignation, separation or termination of the services of the incumbent, the position is deemed automatically abolished.
- d. **Job Order** – refers to piecework or intermittent job of short duration (COA-DBM Joint Circular No. 2, s. 2020)
- e. **Consultant**- a consultant is one who provides professional advice on matters within the field of his special knowledge or training. There is no employer-employee relationship in the engagement of a consultant but that of a client-professional relationship. Thus, consultancy services are not considered government service (COA-DBM Joint Circular No. 2, s.

2020)

- f. **Contract of Service-** refers to the engagement of the services of an individual or technical expert to undertake special project or job within a specific period (*COA-DBM Joint Circular No. 2, s. 2020*)
- g. **Casual-** refers to a person employed in the government service whose appointment is issued to perform work that is **not permanent in nature and is for a limited period only**, usually when the need for the service is temporary. Casual employees are **paid on a daily wage basis** and are **entitled to the same benefits as regular employees during the period of their employment**, subject to existing civil service laws, rules, and regulation.
- h. **Contractual** – refers to an employment status where an individual is hired for a specific project or undertaking with a definite period. The employment is co-terminus with the project or contract, and the employee performs functions that are usually necessary or desirable in the operations of the agency, in accordance with existing civil service laws, rules, and regulations

## **B. WORK SCHEDULE AND ATTENDANCE**

### **B.1. Work Schedule and Work Arrangements**

- a. As a civil servant, you are required to render work not less than **eight (8) hours a day** for five (5) days a week, or a total of forty (40) hours a week, exclusive of lunchtime.
- b. Should the Authority may deem fit, the organization may implement a **10-hour work day**, for four (4) days per week, or a total of forty (40) hours a week, exclusive of lunchtime.
- c. It is mandatory to observe the **government's core work hours** of 8:00 AM to 12:00 Noon and 1:00 PM to 5:00 PM on all days, except Saturdays, Sundays and Public Holidays.
- d. Regardless of the work schedule, all employees and personnel shall attend the flag raising ceremony on Mondays at 8:00 AM and the flag retreat on Fridays or every end of the week at 5:00 PM.

### **B.2. Working Hours**

- a. The employee or personnel shall be allowed to do the following, for a total of forty (40) hours a week, *provided* that the core work hours are observed:

1. Start working not earlier than 8:00AM and not later than 5:00 PM, for eight (8) hours a day for **five (5) days a week**; or
  - b. Depending on the nature of your work and the approval of your supervisor, and if the service so requires, your work schedule may be adjusted as needed.
  - c. The work schedule, as approved by your supervisor, will be your regular working hours.
  - d. The Local Government Unit of Alabel observes the official working hours from 8:00 AM to 5:00 PM inclusive of Lunchbreak.

### **B.3. Timekeeping**

- a. **Use of the Bundy Clock.** You are required to register your daily attendance through biometric bundy clocks installed at designated areas of the office/building.

### **B.4. Daily Time Record**

The Daily Time Record (DTR) is the official document used by the Local Government Unit of Alabel as basis for timekeeping. The following guidelines shall govern the preparation, validation and submission of the Daily Time Record (DTR), to wit;

- a. your daily time-entries in the Daily Time Record (DTR) are to be validated by your supervisor.
- b. Your DTR will not be considered as a valid document unless it is duly-signed by your department head.
- c. Duly-signed DTRs shall be submitted to the HRMO on or before the 7<sup>th</sup> working day of every month.

Irregularities in the time records, as well as the late or non-submission of duly-signed DTRs already constitute a violation of CSC/office rules and regulations.

- d. Please note that falsification of the DTR is already a ground for your dismissal from the service.

### **B.5. Attendance and Punctuality**

**As a civil servant, you are expected to be available and be at your workstation during the required office hours.**

- a. At the LGU, you should already be at your workstation starting from 8:00AM until the end of your eight (8)-hour work schedule, that is from 5:00 PM to 6:00 PM.

For employees with shifting schedule, you should be at your workstation before your fixed time schedule begins (i.e. before 7:00 AM, 8:00 AM or 9:00 AM)

- b. Failure on the above would mean a violation of CSC/office rules and regulations on attendance and punctuality, to wit:

**B.6.** You are already considered **tardy** if:

- a. For a five-day work week, your time-in in the bundy clock is 8:01 AM in the morning and 1:01 PM in the afternoon.
- b. It is already considered **Habitual Tardiness** If you are tardy for at least ten (10) times in a month for two (2) months in a semester; or ten (10) times in a month for two (2) consecutive months in a year.

Frequent unauthorized tardiness could either be a grave offense or a light offense, depending on the frequency of its commission, its depravity and its effects to the government service.

If considered a grave offense, **frequent unauthorized tardiness** in reporting for duty is punishable by:

- i. 1<sup>st</sup> Offense – Suspension of six (6) months and one (1) day to one (1) year
- ii. 2<sup>nd</sup> Offense – Dismissal from the service

As a light offense, **frequent unauthorized tardiness** in reporting for duty is punishable by:

- i. 1<sup>st</sup> Offense – Written Warning
- ii. 2<sup>nd</sup> Offense - Suspension for one (1) to thirty (30) days
- iii. 3<sup>rd</sup> Offense – Dismissal from the service

- c. Failure to bundy-out in the afternoon, at the end of the work day, is already an **undertime** on your part, and the Policy on Undertime shall apply.
- d. Failure to register your attendance for one (1) day is already considered an **absence**.

The following shall be considered **Unauthorized Absences**:

- i. Disapproved Leave Applications for justifiable reasons;
- ii. Unfiled Leave Applications to the Human Resource and Management Office
- iii. Late submission of Leave Applications to the HRMO

within the prescribed period.

It is already **Habitual Absenteeism** if you incur unauthorized absences (i.e. no approved/official leave) for more than 2.5 days for at least three (3) months in a semester, or for three (3) consecutive months in a year.

Frequent unauthorized absences are punishable by:

1<sup>st</sup> Offense – Suspension for six (6) months and one (1) day to one (1) year

2<sup>nd</sup> Offense – Dismissal from the service

- e. If you are absent in the morning, you are already considered **tardy** and the rules on Habitual Tardiness shall apply.
- f. If you are absent in the afternoon or failed to bundy-out in the afternoon, you have already incurred an **undertime** and the Policy on Undertime shall apply.
- g. **Undertime** is not classified as tardiness. However, considering that undertimes by civil servants have an inimical effect to public service, you will be liable for **Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service**, as the case may be, if you:
  - a. Incur undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) months in a semester; and
  - b. Incur undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year.

**Simple Misconduct** is punishable by:

- i. 1<sup>st</sup> Offense – Suspension for one (1) month and one (1) day to six (6) months
- ii. 2<sup>nd</sup> Offense – Dismissal from the service

**Conduct Prejudicial to the Best Interest of the Service** is punishable by:

- i. 1<sup>st</sup> Offense – Suspension for six (6) months and one (1) day to one (1) year
- ii. 2<sup>nd</sup> Offense – Dismissal from the service

- h. Frequent unauthorized absences during regular office hours, or **loafing** from duty, is also considered an attendance infraction.

Loafing from duty during office hours is punishable by:

- i. 1<sup>st</sup> Offense – Suspension for six (6) months and one (1) day to one (1) year
- ii. 2<sup>nd</sup> Offense – Dismissal from the service

Your tardiness and undertime shall be deducted from your vacation leave credits, or salary when your leave credits are already exhausted.

### **B.7. Overtime Services**

- a. In the exigency of the service, the Local Chief Executive may extend the daily work hours of work of all officers and employees of the LGU
- b. Your supervisor may require you to render overtime work not only on work days, but also during weekends and/or holidays.
- c. You can mainly offset such overtime work through Compensatory Time-Off, unless the Local Chief Executive approved your overtime work to be compensated through Overtime Pay.

### **B.7 Field Work and Travel**

- a. Depending on the nature of your work, your responsibilities may require you to leave your regular/official workstation.
- b. For official business within and beyond 50-kilometer radius from your official workstation, you are required to submit a Travel Order, passlip and/or memorandum duly-signed by your Department Head and/or the Local Chief Executive, to the Human Resource Services Office (HRMO) at least one (1) day before the date of your OB.
- c. You will be considered absent for the days you are on OB and/or on official travel if you fail to submit and attach your OB and/or TO forms to the HRMO on time.

### **B.8. Personal Business**

- a. As a civil servant, you are not allowed to engage in the private practice of your profession if such practice conflicts with your official duties.
- b. You are also prohibited from transacting personal matters during regular office hours.

## **A. LEAVE BENEFITS ADMINISTRATION**

### **A.1. Leave Benefits**

- a. As a civil servant, you are entitled to 15 days' vacation leave (VL) and 15 days sick leave (SL) annually with full pay, exclusive of Saturdays, Sundays and Public Holidays.
- b. Your VL and SL are cumulative and such credits which are not availed within the year may be carried over to the succeeding year.
- c. Once you have an accumulated 15 days VL credits, you may be allowed to monetize a minimum of ten (10) days, subject to the availability of funds.
- d. Monetization of 50% or more of your VL/SL credits may be allowed if approved by the Local Chief Executive for justifiable reasons.

### **A.2. Leave of Absence**

- a. For leave of absence, whether with or without pay, you have to file/submit, on-time, a duly-signed/approved Application for Leave to the HRMO.
- b. Failure to file your leave application on-time will mean that your absence will be considered an unauthorized absence.
- c. Your unauthorized absences will automatically be deducted from your payroll and may be a ground for disciplinary action.
- d. If you are continuously absent without approved leave for at least thirty (30) working days, you shall be considered on absence without leave (AWOL), and shall be separated from the service or dropped from the rolls without prior notice.

### **A.3. Types of Leave**

- a. **Vacation Leave (VL)** - refers to the leave of absence granted to you for personal reasons -- other than illness or disability on your part or any member of your immediate family -- the approval of which is contingent upon the exigency of the service.
  1. After the initial probationary period of six (6) months, you are already entitled to 7.5 days VL with pay, exclusive of Saturdays, Sundays and Public Holidays.
  2. The granting/approval of application for VL shall be at the discretion of your Department Manager/Office Head, for VLs are contingent in

the exigency of the service.

3. VLs for thirty (30) calendar days or more shall be accompanied by a duly-signed clearance.
  4. If the service so requires, the approved VL may be cancelled or revoked by your Department Manager/Office Head.
  5. Your duly-signed and approved VL application form must be submitted to the HRMO at least one (1) to five (5) days before the start of your VL.
  6. Late/Non-filing or non-submission of VL forms to the HRMO will be considered an unauthorized leave of absence.
- b. **Sick Leave (SL)** - refers to the leave of absence granted to you only on account of your sickness or disability, or sickness or disability of any member of your immediate family.
1. After the initial probationary period of six (6) months, you are already entitled to 7.5 days' SL with pay, exclusive of Saturdays, Sundays and Public Holidays.
  2. If sick or if there is illness within your immediate family, you must notify your supervisor about such matters as soon as possible.
  3. You must submit your duly-signed and approved SL application form to the HRMO immediately upon your return from such leave.
  4. You must attach a proper medical certificate to your SL application of more than five (5) successive days.
  5. SLs for thirty (30) calendar days or more must be accompanied by a duly-signed clearance and medical certificate.
  6. In case you need to undergo medical examination, operation or are advised to rest in view of ill health, you may file/submit your SL application in advance, at least one (1) day before the start of your leave, with the appropriate medical certificate attached to your application.
  7. Late/Non-filing or non-submission of SL forms to the HRMO will be considered an unauthorized leave of absence.
- c. **Forced Leave (FL)** - refers to the annual five (5) working days mandatory VL granted to you, which you can avail continuously or intermittently throughout the year.
1. Once you have garnered 10 or more VL credits, you shall be required

to go on forced leave, whether continuously or intermittently, for five (5) working days annually.

If you have accumulated less than 10 VL credits, you are given the option to go on FL or not

2. The granting/approval of your FL application shall be at the discretion of your Department Manager/Office Head, for FLs are contingent in the exigency of the service.

If deemed necessary by the service, your approved/scheduled FLs may be cancelled or revoked by your Department Manager/Office Head.

3. Your duly-signed and approved FL application forms must be submitted to the HRMO at least one (1) to five (5) days before the start of your FL.
  4. If you retire or resign from the service within a particular year (i.e. without completing the year), the unused FLs for the year will not be deducted.
  5. If you have already accumulated VL credits of 15 days but availed of a 10-day monetization, you shall still be required to go on FL.
  6. Late, non-filing or non-submission of FL forms to the HRMO will be considered an unauthorized leave of absence.
  7. The FL is non-cumulative, so if you are not able to avail of the FL within the year, your FL will automatically be forfeited and will be carried-over to the succeeding year.
- d. **Special Leave Privileges (SLP)** – are the three (3) days leave of absence granted to you, in addition to your vacation, sick, maternity and paternity leaves, to cover your personal milestones, parental obligations, filial obligations, domestic emergencies, personal transactions and other force majeure events.
1. After the initial probationary period of six (6) months, you are already entitled to 3 days SLP, exclusive of Saturdays, Sundays and Public Holidays.
  2. If your birthday or wedding anniversary falls on a Saturday, Sunday or a Public Holiday, you can avail of your birthday or wedding anniversary SLP either **before or after the occasion**. This SLP must be availed within the birth or wedding anniversary month.
  3. You can avail of the SLP continuously or intermittently within the year.

4. The SLP is non-cumulative, so if you have not availed of your SLPs within the year, it is automatically forfeited and will not be carried-over to the succeeding year.
  5. Your duly-signed and approved SLP application forms must be submitted to the HRMO at least one (1) to five (5) days before the start of your SLP.
  6. For emergency cases, you must file/submit your SLP application to the HRMO immediately upon your return from such leave.
  7. Late, non-filing or non-submission of SLP forms to the HRMO will be considered an unauthorized leave of absence.
  8. The SLP is non-cumulative, and is deemed automatically forfeited for the year and cannot be carried-on to the succeeding year.
- e. **Health and Wellness Leave**- refers to the leave privilege granted to government officials and employees to promote their physical and mental well-being, which maybe availed of for the purposes such as mental health care, physical wellness activities, or a general break from work, subject to a maximum of five (5) days per year, separate and exclusive from vacation leave, sick leave and Special Privilege Leave.
1. It may be taken either consecutively for a maximum of three (3) days at a time or on separate non-consecutive days within the year.
  2. It shall be files at least five (5) days prior to its availment, except in emergency cases where it shall be filed immediately upon the employee's return to work.
  3. It shall be non- cumulative and non-commutable to cash and shall be forfeited if not availed of within calendar year.
- f. **Expanded Maternity Leave (EML) pursuant to Republic Act 11210**- refers to the leave of absence granted to female government employees in every instance of pregnancy, irrespective of frequency, in addition to VL and SL.
1. As a female government employee, you can avail of the following under the Expanded Maternity Leave Law:
    - i. For live birth: 105 days with pay
    - ii. For solo parent: additional 15 days
    - iii. Optional: additional 30 days without pay, *provided that* the Authority is given due notice (Note: Due notice must be in writing and must be given at least 45 days before the end of your EML. In case of medical emergency, a subsequent notice must be given to the Authority).
    - iv. Optional allocation of up to seven (7) days of the ML benefit to the child's father or an alternate caregiver in the absence of the father
    - v. For miscarriage/emergency termination of pregnancy:

60 days with pay

2. The availing of EML cannot be deferred (i.e. non-cumulative and non-commutative), and should be availed of either before or after the actual period of delivery/miscarriage in a continuous and uninterrupted manner.
  3. Your duly-signed and approved EML application with clearance and medical certificate must be submitted to the HRMO at least one (1) to seven (7) days before the start of your ML.
  4. For emergency cases, you must file/submit your EML application to the HRMO within the maternity leave period is allowed, provided that your supervisor is immediately informed.
- g. **Paternity Leave (PL)** - refers to the privilege granted to a married male employee allowing him not to report for work for seven (7) days with pay.
1. As a married male employee, you are entitled to a PL of seven (7) working days for the first four (4) deliveries of your legitimate spouse, with whom you are cohabiting.
  2. If you have more than one (1) legal spouse, you shall be entitled to avail of PL for a maximum of four (4) deliveries, regardless of which spouse gives birth.
  3. PL is to be non-cumulative and strictly non-convertible to cash.
  4. You may avail of your PL either in a continuous or in an intermittent manner on the days immediately before, during and after the childbirth/miscarriage of your legitimate spouse.
  5. Your duly-signed and approved PL application with medical certificate and Birth Certificate must be submitted to the HRMO at least one (1) to five (5) days before the start of your PL.
  6. For emergency cases, your PL application must be submitted to the HRMO within the PL period, or immediately upon your return from such leave, provided that your supervisor is informed.
- h. **Terminal Leave (TL)** - refers to the money value of your total accumulated leave credits based on the highest salary rate you had received prior to or upon your retirement date/voluntary separation.
1. TL is applied when you intend to sever your service with the Local Government Unit of Alabel.
  2. The filing of application for your TL requires, as a condition *sine qua*

you're your resignation, retirement or separation from the service. It must be shown first that public employment ceased by any of the said modes of severance.

3. Your application for the commutation of your VLs and SLs, in connection with your separation, through no fault of your own, shall be sent to the Department Head concerned for approval.

In this connection, clearance from the Ombudsman is no longer required for the processing and payment of your TL since such clearance is needed only for the payment of your retirement benefits.

4. When you retire, voluntarily resign or get separated from the service, and if you are not covered by special law, you shall be entitled to the commutation of your leave credits, exclusive of Saturdays, Sundays and Public Holidays, without limitation and regardless of the period when the credits were earned.
5. Your request for the payment of your TL benefits must be brought within ten (10) years from the time the right of action accrues upon an obligation created by law.
  - i. **Parental Leave to Solo Parents (PLSP)** - In addition to existing leave privileges, the Parental Leave is a seven (7)-day leave that can be availed of by Solo Parents (Basis: CSC MC 8 s 2004)
    1. As a solo parent, you can avail of the PLSP if you have already rendered at least one (1) year in government service. This leave is reckoned at the time of the effectivity of RA 8972 (i.e. 22 September 2002).
    2. You can avail of the PLSP on a staggered or continuous basis, subject to the approval of your Department Manager/Office Head.
    3. Your approved PLSP application, with its supporting documents as per CSC MC 8 s 2004, has to be submitted to the HRMO at least one (1) week prior to your availment.
    4. For emergency cases, your PLSP application must be submitted to the HRMO immediately upon your return from such leave, provided that your supervisor is informed.
    5. This leave is non-commutative and non-cumulative.
  - j. **Rehabilitation Leave (RL)** - is for a maximum period of six (6) months. This leave is for injuries you have sustained while in the performance of your official duties, and from accidents that occurred while you were going to work and going home from work (Basis: CSC & DBM Joint Circular 1 s

2006; CSC & DBM Joint Circular 1 s 2015)

1. You can apply for RL within one (1) week from the time of your accident.
2. Your applications for RL may be made, in your behalf, by a member of your immediate family

k. **Special Leave Benefits for Women under RA 9710 (Magna Carta of Women)**

- This is a special leave, for a maximum of two (2) months -- with full pay based on gross monthly compensation, given to female public sector employees, regardless of age and civil status (Basis: CSC MC 25 s 2010)

1. You are entitlement to this special leave benefit if you have rendered at least six (6) months aggregate service, in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders.
2. You can avail of this special leave for every instance of gynecological disorder requiring surgery for a maximum of two (2) months per year.
3. The availment of this leave is in accordance with the List of Surgical Operations for Gynecological Disorders as per CSC MC 25 s 2010.
4. The earned leave credits may be used for preparatory procedures and/or confinement prior to the surgery.
5. Your duly-signed and approved application must be submitted to the HRMO at least five (5) days prior to the scheduled date of the gynecological surgery, with the RA 9710 requirements attached to your application form.
6. In case of emergency, you must file your leave application immediately you're your return from such leave, following the procedure set forth in CSC MC 25 s 2010.
7. This special leave benefit is non-cumulative and not convertible to cash.

employees in government or their child who is a victim of violence as defined under Sec 3 of RA 9262. (Basis: CSC MC 15 s 2006)

8. Your duly-signed leave application must be submitted to the HRMO with its supporting documents, whenever practicable, at least one (1) to five (5) days before your availment of such leave, or immediately upon your return from such leave.
9. This leave is non-cumulative and non-commutative.

l. **Special Emergency Leave to Government Employees affected by Natural Calamities/Disasters** - This special emergency leave, for a maximum of five (5) days in a year, is granted to employees directly affected by all natural calamities/disasters that occurred after typhoon "Ondoy" (Basis: CSC MC 2 s 2012, CSC MC 16 s 2012)

1. You are entitled to this leave if your residential area is declared under a state of calamity by the President of the Philippines or by the City/Municipality (Local Sanggunian).
2. The Local Chief Executive may also grant this special emergency leave in case a specific area was not declared under state of calamity but was, nonetheless, severely affected by the national calamity/disaster, based on proof or evidence by news account.
3. You may avail of this leave within thirty (30) days from the actual occurrence of the natural calamity/disaster.
4. This leave is non-cumulative and non-commutative

m. **Study Leave** - is a time-off from work, not exceeding six (6) months with pay, for the purpose of assisting qualified employees to prepare for their Bar or Board examinations.

For completion of Master's Degree, study leave shall not exceed four (4) months. (Basis: CSC MC No. 21 s 2004)

**A.4. Monetization of Leave Credits** – officials and employees in the career and non-career service who have accumulated fifteen (15) days of VL credits shall be allowed to monetize a minimum of ten (10) days; provided that at least five (5) days are retained after monetization, and provided further, that a maximum of thirty (30) days may be monetized in a given year.

- a. You can monetize fifty percent (50%) of your accumulated leave credits for valid and justifiable reasons.
- b. Your monetization of 50% or more shall be upon the approval of the Local Chief Executive, and subject to the availability of funds

## **COMPESATION AND BENEFITS**

### **A. GOVERNMENT COMPENSATION**

The following are some basic principles governing the Compensation and Position Classification System of the government:

- All employees shall be paid just and equitable wages.
- The total compensation provided for employees must be maintained at a reasonable level, in proportion to the national budget.
- Government compensation rates are to be reviewed periodically, taking into consideration the possible erosion in purchasing power due to inflation and other factors.
- The Salary Schedule that the LGU currently follows under the Salary Standardization Law is composed of thirty-three (33) Salary Grades (SG), from SG 1 to SG 33, with corresponding salary rates.

#### **A.1 Salary Standardization**

1. Your salary is based on your position title which is allocated to a certain SG. Each of SG 1 to 32 consists of eight (8) salary steps which are used to provide incentives for length of service in the position. SG 33 has only two (2) salary steps.
2. Upon appointment, you initially receive the first step of the SG allocated to your position.

#### **A.2. Payment of Salaries**

1. Your salary starts on the first day of your service and its initial payment shall be made through voucher.
2. You have to submit the following basic employment documents for the processing of your first salary:
  - Appointment paper;
  - Oath of Office;
  - Daily Time Record;
  - Statement of Assets and Liabilities;
  - Certificate of Assumption of Duty;
  - Completion of Employment Requirements; and
  - Medical Certificate
3. Subsequent salary payments are made through a monthly payroll, through which salary is distributed weekly through Automated Teller Machine (ATM)

### **A.3. General Deductions and Withholding of Salaries**

- a. The statutory deductions from your salary are the following:
- Government Service Insurance System (GSIS) Life Insurance and Retirement Premium contribution – 12% of the Basic Salary
  - PAG-IBIG/HDMF contribution – The contribution rate of all Pag-ibig members shall be as follows;

Fund Salary	Employee	Employer
Php. 1,500.00 below	1.0%	2.0%
Over Php. 1,500.00	2.0%	2.0%
  - PHILHEALTH contribution – depends on your Basic Salary vis-à-vis The New PhilHealth Premium Contribution Schedule for Employed Sector effective December 07, 2019.
- b. If your salary is less than the take-home pay/month as required by the annual GAA rules, PAG-IBIG premium is voluntary.
- c. Unauthorized leave of absence shall automatically be deducted from the salary.
- d. Your salary may be withheld should you be under suspension or separated from the service, until you obtain clearances from money and property accountabilities.

### **B. STANDARD ALLOWANCES & BENEFITS**

*(Pursuant to the provisions of the relevant DBM/GCG and CSC Guidelines)*

#### **B.1. Personal Economic Relief Allowance (PERA)**

The PERA is given every month with the employee's Basic Salary, so as to supplement his pay due to the rising cost of living.

#### **B.2. Representation and Transportation Allowance (RATA)**

Granted to employees occupying Division Manager positions and above, including those designated in acting capacity if specified in the Office Orders.

#### **B.3. Uniform/Clothing Allowance (UA/CA)**

You have an annual uniform allowance, which can be given in cash or as a complete set of office uniforms.

#### **B.4 Mid-Year Bonus (MYB)**

You will be entitled to the MYB if you have already rendered at least a total, or an aggregate of four (4) months of service, including leaves of absence with pay, from July 1 of the preceding year and is still in the service as of 15 May of the current year.

#### **B.5. Year-End Bonus (YEB) and Cash Gift**

You will be entitled to the YEB and Cash Gift if you have already rendered at least a total, or an aggregate of four (4) months of service, including leaves of absence with pay, from January 1 to October 31 of the current year.

### **C. GOVERNMENT SERVICE INSURANCE SYSTEM BENEFITS**

As an eligible member, you can avail of GSIS benefits on the following contingencies:

- C.1.** Life Insurance
- C.2.** Retirement
- C.3.** Separation
- C.4.** Unemployment
- C.5.** Disability
- C.6.** Survivorship
- C.7.** Funeral
- C.8.** Employees Compensation

### **D. PAG-IBIG (HOME DEVELOPMENT MUTUAL FUND) BENEFITS**

As a member of Pag-IBIG, you are entitled to the following benefits:

- D.1.** Total Accumulated Value (**TAV**) of Pag-IBIG Fund contributions
- D.2.** Housing Loan
- D.3.** Short-term Loan
- D.4.** Modified Pag-IBIG 2 (MP2) Savings Program

### **E. PHILHEALTH BENEFITS**

As an automatic member, you and your qualified dependents may avail of PhilHealth benefits pursuant to Republic Act 78785.

### **F. OTHER BENEFITS AND INCENTIVES**

To further motivate deserving employees to improve the quality of their performance and instill excellence in public service, the government may give other awards and incentives.

## **PERFORMANCE MANAGEMENT**

### **A. STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)**

The Local Government Unit of Alabel has adopted the CSC's Strategic Performance Management System (SPMS) as a tool for human resource and agency management performance measurement.

The SPMS shall ensure that agency goals and objectives are well defined in its strategic plan that would guide and encourage officials and employees to work as a team in achieving these objectives.

#### **A.1. Performance Evaluation System**

The LGU harmonizes its performance appraisal system across all levels with the adoption of CSC's SPMS IPCRs and OPCR's.

The LGU Performance Evaluation System is done twice a year (i.e. Semestral), from January to June and from July to December.

#### **A.2. Office Performance Commitment and Review (OPCR)**

- a. At the beginning of the performance period, the Office Heads, along with Management, set work targets for the whole year.
- b. The Office Heads shall also identify success indicators (i.e. specific outputs/targets and performance measures) for which a particular work unit would be primarily accountable for.
- c. The success indicators must be specific, measurable, attainable, realistic and time-bound (SMART).
- d. The OPCR's are approved by Management. Once approved, the OPCR shall serve as basis for individual performance targets and measures to be prepared in the Individual Performance Commitment and Review (IPCR) form.
- e. The OPCR form is used by Management to monitor, measure and evaluate the offices' performance for the whole year, based on the commitments made at the beginning of the rating period.

#### **A.3. Individual Performance Commitment and Review (IPCR)**

- a. As LGU Management's partner in meeting the organization's performance goals, employee performance is linked with the organization's strategic priorities as summarized in the OPCR form.

- b. The IPCR form is done twice a year (i.e. Semestral) by rank-and-file employees.
- c. At the beginning of the performance period, the employee and Supervisor agree on the success indicators (i.e. specific outputs/targets and performance measures) that employee are to accomplish within the Semester)
- d. The IPCR form is used by Management to measure the employee's performance, based on the commitments made at the beginning of the rating period.
- e. Before the start of every Semester, the employee prepares his IPCR with his Supervisor.
- f. The employee, with his Supervisor, shall monitor his performance to ensure that programs/activities are on-track.
- g. An employee's performance shall be monitored and evaluated based on the approved IPCR at the end of every Semester.

#### **A.4. Sanctions**

Unless justified and accepted by the Performance Management Team (PMT), non-submission of the OPCR to the PMT and the IPCRs to the HRMO within the specified dates shall be a ground for the following:

- a. An employee shall be disqualified for promotions, trainings or scholarship grants and performance-based bonus/incentives, if the failure of submission is the fault of the employee.
- b. Administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty shall be enforced for the supervisor or employee responsible for the delay or non-submission of the OPCR and/or IPCR.
- c. offense for neglect of duty.

## **EMPLOYEE HEALTH AND SAFETY**

### **A. SMOKE-FREE ENVIRONMENT**

An employees must strictly observe LGU's "No Smoking Policy", in accordance with Civil Service Memorandum Circular No. 17 s 2009. Violation of this policy is a ground for disciplinary action.

### **B. DRUG-FREE WORKPLACE**

LGU is committed to protecting the safety, health and well-being of all its officials and employees in the workplace. The Authority, thereby, absolutely prohibits the use of dangerous drugs in and outside the office by all its officials and employees, specifically:

- An official or employee shall not report for work or work impaired by any substance that is legal or illegal;
- An official or employee is prohibited from possessing whatever quantity of any legal or illegal substance which, in sufficient quantity, could cause impaired performance, except for authorized substances; and
- If found positive for use of dangerous drugs, an official or employee shall be subjected to disciplinary/administrative proceedings, with a penalty of dismissal from the service at the first offense, pursuant to Sec. 46(19) of Book V of EO 292 and Sec. 22 (c) of its Omnibus Rules (Source: CSC MC 13-10)

Any violation of this Policy will be punished in accordance with the related provisions in RA 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002

### **C. EMERGENCY RESPONSE GROUP (ERG)**

In compliance with the provisions of the Building Code and in the interest of safety and security, the Authority has created its committee on ERG. The group is expected to lead the agency in all disaster/ emergency-related activities. It shall identify ways to build a communication system to coordinate among the different departments within LGU in anticipation of possible problems with regard to the safety and security of its employee, e.g. earthquakes, typhoon and other forms of disasters

## **EMPLOYEE RELATIONS AND DISCIPLINE**

### **A. EMPLOYEE RELATIONS**

#### **A.1. Sexual Harassment Policy**

Pursuant to Section 4 of Republic Act 6713, you are expected to act without discrimination against anyone. Further, as a civil servant, you shall at all times respect the rights of others and refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest.

As a policy, the Authority does not tolerate any behavior that amounts to sexual harassment in the workplace, and in its training and education environments, as well as in the streets, public places and online.

Any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action up to, and including, dismissal, in accordance to the following laws and regulations:

1. **CSC Resolution No. 01-0940 s 2001**, otherwise known as "Administrative Disciplinary Rules on Sexual Harassment Cases", dated 21 May 2001;
2. **Republic Act 1131**, otherwise known as the "Safe Spaces Act"; and
3. **Republic Act 7877**, otherwise known as "The Anti-Sexual Harassment Act of 1995"

The Authority also adopts the mechanisms laid down by the CSC in giving assistance to victims of sexual harassment.

#### **A.2. Grievance Machinery and on Sexual Harassment Complaints**

In line with the Revised Policies on the Settlement of Grievance in the Public Sector contained in CSC Resolution no 010113, dated 10 January 2001 and implemented through CSC MC no 2 s 2001, The Local Government Unit of Alabel has its own Grievance Mechanism to settle grievances in the organization, as well as its own Committee on Decorum and Investigation (CODI) for sexual harassment cases in the organization.

#### **A.3. Employee Organization/Union**

The Local Government Unit of Alabel is required by law to recognize your right to join employee associations or unions.

The Local Government Unit of Alabel recognizes the Alabel Local Government Employees Association (ALGEA) as the sole union body that can negotiate with Management vis-à-vis the LGU employees' well-being, safety, security, etc.

Unless your position prohibits you from joining the ALGEA, you are expected to cooperate with your co-workers in ensuring that the ALGEA attain its objectives, including the following:

- As a mechanism to promote harmonious relationship between rank-and-file and management;
- As a force to compel management to faithfully observe the democratic process relating to the merit system;
- As a factor influencing legislations which will further protect and uplift employee welfare;
- As a partner of management in policy-making, as well as in policy implementation and monitoring;
- As an agent of change in bringing about a more efficient and effective delivery of public services; and
- As a bargaining agent for improved terms and conditions of work, particularly those which are not fixed by law

#### **A.4. Prohibited Actions**

- Never allow ALGEA to declare a strike or similar forms of concerted actions
- The Supreme Court has ruled that civil servants are prohibited from declaring or staging strikes or similar forms of concerted actions.

#### **A.5. Allowable Concerted Actions**

The following actions are allowed for ALGEA, by laws and rules:

- Dialogue
- Formal petition
- Informal petition (streamers/posters/placards)
- Peaceful assembly (short of strike and work stoppages)
- Wearing of symbolic ribbons/badges

## **B. EMPLOYEE DISCIPLINE**

### **B.1. Grounds for Disciplinary Actions**

In accordance with EO 292, the following shall be grounds for disciplinary actions for neglect in the performance of duties and obligations and violations of office and civil service rules:

1. Dishonesty;
2. Oppression;
3. Neglect of duty;
4. Misconduct;
5. Sexual harassment
6. Disgraceful and immoral conduct;
7. Notoriously undesirable;
8. Discourtesy in the course of official duties;
9. Inefficiency and incompetence in the performance of official duties;
10. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift, or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons, or committing acts punishable under the anti-graft laws;
11. Conviction of a crime involving moral turpitude;
12. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children;
13. Violation of existing Civil Service Law and rules or reasonable office regulations;
14. Falsification of official document;
15. Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours;

16. Habitual drunkenness;
17. Gambling prohibited by law;
18. Refusal to perform official duty or render overtime service;
19. Disgraceful, immoral or dishonest conduct prior to entering the service;
20. Physical or mental incapacity or disability due to immoral or vicious habits;
21. Borrowing money by superior officers from subordinates or lending by subordinates to superior officers;
22. Lending money at usurious rates of interest;
23. Willful failure to pay just debts or taxes due to the government;
24. Contracting loans of money or other property from persons with whom the office of the employee concerned has business relations;
25. Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations/moonlighting;
26. Possession and use of illegal/prohibited drugs;
27. Possession of firearms and ammunitions;
28. Verbal Abuse;
29. Sexual Harassment;
30. Forgery;
31. Non-filing of SALN;
32. Insubordination;
33. Engaging directly or indirectly in partisan political activities by one holding a non-political office;
34. Prejudicial actions committed against service interest;
35. Lobbying for personal interest or gain in legislative halls or offices without authority;

36. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases if there is no prior authority;
37. Nepotism;
38. Rumor-mongering without proofs/basis;
39. Administrative complaints/cases by officers and employees

## **B.2. Jurisdiction**

1. The Local Chief Executive has original concurrent jurisdiction with the Civil Service Commission (CSC) over employees.
2. Management shall take cognizance of complaints involving personnel and may also initiate administrative proceedings against the latter.
3. Complaints by a private person may be filed with LGU or directly with the CSC which may hear and decide the case itself or it may deputize any department, agency, or official, or group of officials to conduct the investigation

## **WORKPLACE ATTIRE, GROOMING AND DECORUM**

### **A. Appropriate Office Attire**

- a. **Official Attire.** The prescribed office uniform shall be worn while in the office, during regular office hours, and in accordance with the assigned schedule.
- b. **Appropriate Attire.** On days when there is no prescribed office uniform for the day or when employees are exempted from wearing the office uniform, an employee is expected to be dressed in appropriate business attire.

The wearing of "maong" pants, although generally prohibited, may be considered as appropriate attire when paired with a collared polo/shirt (for male employees), or any appropriate blouse or collared shirt (for female employees).

- c. **Prohibited Attire.** As provided under CSC MC no 19 s 2000 (Revised Dress Code for All Government Officials and Employees), prohibition from wearing the following attire while performing official functions is imposed:

1. Gauzy, transparent or net-like shirt or blouse;
  2. Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over-plunging necklines;
  3. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
  4. Rubber sandals, rubber slippers, *bakya*;
  5. Ostentatious display of jewelry, except for special occasions and during official celebrations; and
  6. Wearing of heavy or theatrical make-up
- d. **Allowed Exemptions.** In accordance with the above CSC MC, certain exemptions may be allowed on the following grounds:
1. When the nature of work of the official or employee demands that he/she wears clothing other than those prescribes above;
  2. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
  3. Physical disabilities and other legitimate health reasons;
  4. Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy; Employees who lost a loved one can wear mourning clothes during the period of mourning; and
- Other circumstances analogous to the foregoing.
- e. Failure to wear the appropriate office attire shall be considered a ground for disciplinary action for Violation of Reasonable Office Rules and Regulations, punishable by:
- 1<sup>st</sup> Offense – Reprimand
  - 2<sup>nd</sup> Offense - Suspension for one (1) day to thirty (30) days
  - 3<sup>rd</sup> Offense – Dismissal from the service

## **B. Wearing of Identification Card**

Wearing of office ID, while in the office premises and during regular office hours, forms part of the official uniform.

Failure to wear the office ID shall be considered a ground for disciplinary action for Violation of Reasonable Office Rules and Regulations, punishable by:

1<sup>st</sup> Offense – Reprimand

2<sup>nd</sup> Offense - Suspension for one (1) day to thirty (30)

days 3<sup>rd</sup> Offense – Dismissal from the service

### **C. Proper Grooming**

- a. Hair must be kept neatly cut and combed.
- b. Beards, goatees and moustaches must always be neat and trimmed.
- c. Hair must be kept at a length and style that can be properly maintained.
- d. Extreme hair color and styles are not permitted in the workplace.
- e. Shoes must always be properly cleaned.
- f. Wearing of bright-colored socks or patterned socks is to be avoided.
- g. Fingernails must be kept clean and neatly trimmed.
- h. Body art/tattoos must be discreetly covered while in the workplace.
- i. Visible body piercing, other than on the ears, is unacceptable.

a. Violation of the above rules shall be considered a ground for disciplinary action for Violation of Reasonable Office Rules and Regulations, punishable by:

1<sup>st</sup> Offense – Reprimand

2<sup>nd</sup> Offense - Suspension for one (1) day to thirty (30)

days 3<sup>rd</sup> Offense – Dismissal from the service

### **D. Office Decorum**

#### *General Office Decorum*

As an employee, maintenance of proper office decorum at all times while in the office premises, must be observed:

- a. Conduct must be appropriate and supportive of a hospitable and productive work environment, free of discrimination, any forms of harassment and abusive and aggressive behaviors.
- b. Properly observe and respect office working time and hours. Avoid actions which are sources of distraction to others or disrupt the workflow and office operations, including but not limited to:
  1. Noise and voice levels are kept to a minimum. Avoid, at all cost, talking very loudly so as to cause disturbance to others; and

2. Loafing, malingering, gossiping and needlessly going from one table or office to another are avoided. Going to other departments unless necessitated by duty is prohibited.

#### *Handling Sensitive/Confidential Information*

- c. Properly handle Government information, records and documents.
- d. Safeguard and handle appropriately all classified and unclassified information that should not be given to general circulation.
- e. Ensure that any sensitive and/or classified information, in any form, is protected from uncontrolled or unauthorized release. Disclosure of any information that is inimical to the interest of the company will not be tolerated.
- f. Strictly observe confidentiality of information whenever you have access to LGU's confidential/sensitive information by nature of your job and position.

#### *Personal Transactions during Official Work Hours*

- g. Private activities for personal or non-personal financial gains or for any other unauthorized purpose (i.e. canvassing, soliciting, selling, etc.) while in office premises or the use of office time, personnel and equipment for such purposes are prohibited

#### *Internet & Social Media Protocols*

- h. Use the internet and the social media to protect and advance the Local Government Unit of Alabel's core values, mission and vision.
- i. Whenever possible, try to maintain separate personal and professional online profiles.
- j. Be mindful of the standpoint from which you are expressing your opinion. If you are reasonably identified with LGU-Alabel, always clarify if you are commenting on an issue from a personal or organizational standpoint.
- k. Post responsibly. Never post comments or pictures in the social media, nor participate in online discussions about topics that may have inimical consequences to the organization. Any work-related personal comments in social media does not excuse you from your professional obligations as a public servant.
- l. Avoid using statements, photographs, video or audio that could reasonably be viewed as malicious, obscene, threatening or intimidating, and that might disparage customers, co-workers or

suppliers, or that might constitute harassment or bullying.

- m. Act in accordance with the Code of Ethical Principles and Rules of Conduct for Employees, RA 6713 (Code of Conduct and Ethical Standards for Government Officials and Employees), Data Privacy Act of 2012 and other related statutory and regulatory laws. Any violation or non-compliance to the above regulations, shall be acted upon with due diligence by the Authority.
- n. Refrain from posting on social media during work hours, while performing official duties or while on official travel. Use of personal devices to access social media for personal use may be used during non-work hours and outside public view.
- o. When documenting or posting office meetings, activities, concerns and other related matters on social media, always secure the permission of your supervisor.
- p. Uphold privacy and confidentiality by refraining from discussing office-related concerns and/or activities on social media. Remember that comments on social media may be deemed public and may be quoted on other media, even if the original post was made in a private, secret or closed group or in a non-professional context.
- q. Refrain from using social media to escalate concerns, unless it involves legitimate public interest.
- r. Be mindful of the privacy of colleagues, co-workers and others when posting content that includes them.
- s. Avoid commenting online on legal matters or litigation involving the agency. It is best to let the official spokesperson comment publicly on such matters.
- t. When posting information, ensure that all the facts are accurate and have the appropriate permission. Respect copyrights and fair-use laws.

#### *Personnel Safety in the Workplace*

- u. Observe all rules and instructions relating to personnel safety in the workplace.
- v. Report potentially unsafe or unhealthy working conditions and/or practices to your supervisor.

#### *Observance of Cost-Saving Measures*

- w. Practice/observe due economy, consistent with quality, particularly in

utilizing the following:

- a. Electricity and electrical appliances
- b. Paper and other consumables
- c. Telephone
- d. Copying and facsimile machines
- e. Water; and
- f. Office supplies

#### *Dedication to Public Service*

- x. Devote full professional time and expertise to working for the organization.

Before accepting any outside professional engagement (i.e. activities/projects which requires professional work to another office other than the Local Government such as teaching jobs, etc.), an employee must obtain the necessary clearance and approval from his Department Head and the Local Chief Executive as not to affect the efficiency and productivity of the office, and prevent any conflicts of interest.

#### **E. External Communications**

- a. All external communications must be consistent with the organization's mandate, mission, vision and core values.
- b. All external communications must represent the organization's perspective accurately and effectively.
- c. Public statements to the media are prohibited, unless given a written authorization by the Local Chief Executive.

#### **F. Intellectual Property**

Any invention, discovery or software which is the result of the performance of an employee's regularly-assigned duties, unless there is an agreement either express or implied, shall be the sole property of the LGU.

If there are any doubts about the value of or whether the organization has rights to any piece of intellectual property, an employee should file a disclosure and receive a written consent from Management.

#### **G. Telephone Etiquette**

As a civil servant, an employee must exercise basic courtesy and protocols in answering phone calls, to wit:

- a. The office telephone is for official use. Minimize personal calls during office hours.

- b. Answer promptly. Allow no more than two (2) or three (3) rings before picking up the handset.
- c. Sound professional and ready to deal with the concerns of the caller.
- d. Answer the phone by identifying the office and acknowledge the caller with proper greeting:

SAMPLE: "(Name of Office), Good morning/afternoon/evening."

- e. Avoid letting the caller wait on the line. If the caller has to wait, tell him/her so.
- f. Let the caller be the one to end the call first. Place the handset gently on the cradle only after the caller has put the phone down.

#### **H. Mobile Phone Etiquette**

- a. The ring tone of mobile phones should be suitable and appropriate to the workstation and one's profession, and the volume should be at a minimal.
- b. Whenever at official meetings or attending conferences/workshops/seminars, keep mobile phone on silent or vibrate mode, or switch it off completely. Do not disturb others by taking calls or answering call during such times.
- c. At all times, personal conversations should be done privately.

# CODE OF CONDUCT

## (RA 6713)

### A. CODE OF ETHICAL PRINCIPLES AND RULES OF CONDUCT FOR EMPLOYEES

#### A.1. Ethical Principles

Through its core values of excellence, integrity and innovation, the Local Government Unit of Alabel is committed to uphold the highest standards of Public Service by practicing the following ethical principles categorized under three (3) types of responsibilities:

#### I. RESPONSIBILITIES TO SOCIETY

Employees have a fundamental responsibility to safeguard and advance the interests of society. Thus, Employees must act with trustworthiness, integrity and objectivity through the following Ethical Principles:

- a. **Commitment to Public Interest** through upholding public interest over and above personal interest. All resources and the powers of its offices are to be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage of public funds, resources and revenues.
- b. **Responsiveness to the Public** by extending prompt, courteous and excellent service to the public. Unless otherwise provided by law or when required by the public interest, officers and employees shall:
  1. Provide information about LGU policies and procedures in clear and understandable language;
  2. Ensure openness of information;
  3. Conduct public consultations and hearings wherever and whenever appropriate;
  4. Encourage suggestions;
  5. Simplify and systematize policies, rules and procedures;
  6. Develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in depressed rural and urban areas.
- c. **Professionalism** by performing and discharging duties with the highest degree of excellence, professionalism, intelligence and skill, with due care and judgment. Employees shall also endeavor to discourage

wrong perceptions of their roles as dispensers or peddlers of undue patronage.

## II. RESPONSIBILITIES TO THE GOVERNMENT

Employees shall always act in accordance with the duties and responsibilities associated with being Public Servants. Thus, they shall perform their work/duties/tasks in a manner which will enhance the image of public service and the government, specifically:

- a. **Political Neutrality** by providing service to everyone without discrimination and regardless of party affiliation or preference.
- b. **Commitment to Democracy** by committing to the democratic way of life and values, maintaining the principle of public accountability and manifesting, by deeds, the supremacy of civilian authority over the military. Employees shall also uphold, at all times, the Constitution and put loyalty to country above loyalty to persons or party.
- c. **Nationalism and Patriotism** by being loyal, at all times, to the Republic and to the Filipino people, promote the use of locally-produced goods, resources and technology, and encourage appreciation and pride of country and people. All employees shall also endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

## III. RESPONSIBILITIES TO THE SELF

Bearing in mind their roles and responsibilities as Public Servants, LGU Employees shall uphold the principles of honesty and integrity in their personal lives, by conscientiously adhering to the following precepts:

- a. **Justness and Sincerity** by acting with fairness and sincerity and not discriminating against anyone, especially the poor and the underprivileged. Employees shall respect, at all times, the rights of others and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not extend undue favours on account of their office to their relatives, whether by consanguinity or affinity, except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.
- b. **Simple Living.** Employees and their families are encouraged to lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

## OTHER POLICIES AND REGULATIONS

### A. Statement of Assets and Liabilities and Financial Disclosure

**As a civil servant, an employee has an obligation to accomplish and submit declarations, under oath, of his assets, liabilities, net worth and financial and business interests, including those of spouse and of unmarried children under eighteen (18) years of age living in the household.**

Failure to submit/correct the SALN, in accordance with the procedure and within the given period stated in the relevant provisions in RA 6713, and failure to disclose or a misdeclaration of any asset, liability, business interest, financial connection and relative in the government in the SALN shall be a ground for disciplinary action, and shall be punishable by:

1<sup>st</sup> Offense – Suspension for one (1) month and one (1) day to six (6) months  
2<sup>nd</sup> Offense – Dismissal from the service

### B. Identification and Disclosure of Relatives in the Government

It is an employee's duty as a civil servant to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

This provision covers all personnel employed and/or hired by the LGU (i.e. Permanent/regular employees, Job Order and Contract of Service personnel, Consultants, etc.)

### C. Conflict of Interest/Divestment

As a civil servant, employee must avoid conflicts of interest at all times. When a conflict of interest arises, an employee must resign from his position in any private business enterprise, within thirty (30) working days from one's assumption to office and/or divest himself of shareholdings or interest within sixty (60) days from such assumption.

The same rules apply for:

1. Those who are already in the service, and conflict of interest arises. The reckoning will be from the date when the conflict of interest had arisen; and
2. if an employee is a partner in a partnership.

However, the requirement on divestment shall not apply to those who serve the Government in an honorary capacity. nor to laborers and casual or temporary workers.

## D. No Gift Policy

In line with the Civil Service Commission (CSC) Memorandum Circular number 13 series of 2022, strict observance and compliance with "No Gift Policy" shall be imposed, to wit:

"Public Officials and Employees regardless of status of appointment, including contractual employees and consultants, shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or use anything of monetary value from a person, groups, associations or juridical entities, whether from the public or the private sector, at any time, on or off the work premises, in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office where such gift:

- Would be illegal or in violation of law;
- Is part of an attempt or agreement to do or refrain from doing anything in return;
- Has a value beyond what is normal and customary in the business of LGU;
- Is being made to influence the officers and employees' actions as such; or
- Could create the appearance of a conflict of interest."

Violation of this Policy shall be dealt with in accordance with the Revised Rules on Administrative Cases in the Civil Service, without prejudice to any civil or criminal liability that may arise therefrom.

## MODE OF SEPARATION FROM THE AUTHORITY

When an employee leaves LGU, he/she is required to accomplish the following:

- **Clearance Form.** All LGU personnel shall process clearance documents as soon as separation has been accepted by the Local Chief Executive;
- **Exit interview** to assess an existing employee's overall employee experience within the organization and identify opportunities to improve retention and engagement

## A. OPTIONAL AND COMPULSORY RETIREMENT

**Compulsory retirement** is when an employee is required by law to leave government service when he/she reaches 65 years of age, while **Optional retirement** is when an employee opts to retire from the service

as early as 60 years old, *provided* that he/she meets all the requirements prescribed by government retirement laws.

**Procedure for processing of retirement.** For the Authority to facilitate an employee's retirement, the following must be submitted to the Human Resource Services Division:

1. **Letter of Intent to Retire** addressed to the Local Chief Executive, indicating the date of retirement, at least One (1) year prior to the employee's actual retirement date;
2. Completely signed **Clearance Form**, once the Local Chief Executive accepts the employee's resignation, vis-à-vis his/her accountabilities in the office; and
3. Filled-up **GSIS Retirement Application Form** with the required documents attached to it.

## **B. RESIGNATION**

Is an act of an official or employee by which he voluntarily relinquishes in writing his position effective on a specific date which shall not be less than thirty (30) days from the date of such notice.

To constitute a complete and operative resignation of an official or employee, there must be an intention to relinquish the office, accompanied by the act of relinquishment, and must have the acceptance by the head of the agency or office and notice of such acceptance to the Office or employee concerned.

## **C. FILING OF CERTIFICATE OF CANDIDACY**

Is when an employee decides to run for public office and is required by law to vacate his/her appointive position in the LGU.

## **D. DISMISSAL FROM THE SERVICE**

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

## **E. DROPPING FROM THE ROLLS**

Officers and employees who are either habitually absent or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties may be dropped from the rolls subject to the following procedures:

## **A. Absence without Approved Leave (AWOL)**

- a. An officer or employee who is continuously absent without official leave (AWOL) for at least thirty (30) working days may be dropped from the rolls without prior notice. Dropping from the rolls shall take effect immediately.
- b. An officer or employee shall, however, have the right to appeal his separation within fifteen (15) days from receipt of the notice.
- c. If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work order shall be served to the officer or employee at his last known address on record. Failure on the officer's or employee's part to report to work within the period stated in the order, which shall not be less than three (3) days, is a valid ground to drop him from the rolls.
- d. If it is clear under the obtaining circumstances that the officer or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) working days, three (3) times in a semester, such that a pattern is already apparent, dropping from the rolls without notice may, likewise, be justified.
- e. In the determination of whether the absences incurred are substantial, circumstances that would affect the delivery of service shall be taken into consideration.

## **B. Unsatisfactory or Poor Performance OR POOR**

- a. An officer or employee who is given two (2) consecutive unsatisfactory ratings may be dropped from the rolls after due notice. Notice shall mean that the officer or employee concerned is informed in writing of his unsatisfactory performance for a semester and is sufficiently warned that a succeeding unsatisfactory performance may warrant his separation from the service. Such notice shall be given not later than thirty (30) days from the end of the semester, and shall contain sufficient information which shall enable the officer or employee to prepare an explanation. This period shall not apply to probationary employees.
- b. An officer or employee, who for one evaluation period is rated poor in performance, may be dropped from the rolls provided he has been informed in writing of the status of his performance within 15 days after the end of third month, with sufficient warning that failure to improve his performance within the remaining period of the semester shall warrant his separation from the service. Such notice shall also contain sufficient information which shall enable

the officer or employee to prepare an explanation.

### **C. Physical Unfitness and Mental Disorder**

- e.** An officer or employee who is continuously absent for more than one (1) year by reason of an illness may be declared physically unfit to perform his duties, and may be consequently dropped from the rolls.
- f.** An officer or employee who is intermittently absent by reason of an illness for at least two hundred sixty (260) working days, during a twenty four-month period, may also be declared physically unfit by the head of office.
- g.** An officer or employee who is behaving abnormally and manifests continuing mental disorder and incapacity to work as reported by his co-workers or Immediate Supervisor, and confirmed by a competent physician, may be declared as mentally unfit and may likewise be dropped from the rolls.

For the purpose of the three preceding paragraphs, notice shall be given to the officer or employee concerned, containing a brief statement of the nature of his incapacity to work. The officer or employee who is separated from the service through any of the above modes has the right to appeal his case to the Civil Service Commission or its regional offices within fifteen (15) days from receipt of such order or notice of separation.

**ANNEX A: TABLE OF ADMINISTRATIVE OFFENSES AND PENALTIES**

<b>CLASSIFICATION</b>	<b>OFFENSE</b>	<b>PENALTY</b>
Grave Offense	<ol style="list-style-type: none"> <li>1. Serious Dishonesty</li> <li>2. Gross Neglect of duty</li> <li>3. Grave Misconduct</li> <li>4. Being Notoriously Undesirable</li> <li>5. Conviction of a Crime Involving Moral Turpitude</li> <li>6. Falsification of Official Document</li> <li>7. Physical or mental disorder or disability due to immoral or vicious habits</li> <li>8. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving a favour or better treatment than that accorded to other persons, or committing acts punishable under the anti-graft laws;</li> <li>9. Contracting loans of money or other property from persons with whom the office of the employees has business relations;</li> <li>10. Soliciting or accepting directly or indirectly any gift, gratuity, favour entertainment, loan or anything of monetary value in the course of one's official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of one's office. The propriety or impropriety of the foregoing shall be determined by its value, kinship or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently and manifestly excessive by its nature;</li> <li>11. Nepotism; and</li> <li>12. Disloyalty to the Republic of the Philippine and to the Filipino people</li> </ol>	Dismissal from the service

<p>Grave Offense</p>	<ol style="list-style-type: none"> <li>1. Less Serious Dishonesty;</li> <li>2. Oppression;</li> <li>3. Disgraceful and Immoral Conduct;</li> <li>4. Inefficiency and Incompetence in the Performance of Official Duties;</li> <li>5. Frequent Unauthorized Absences (Habitual Absenteeism);</li> <li>6. Habitual Tardiness in Reporting for Duty causing prejudice to the operations of the office;</li> <li>7. Loafing from Duty During Regular Office Hours;</li> <li>8. Refusal to Perform Official Duty;</li> <li>9. Gross Insubordination;</li> <li>10. Conduct Prejudicial to the Best Interest of the Service;</li> <li>11. Directly or indirectly having financial and material interest in any transaction requiring the approval of one's office. Financial and material interest is defined as pecuniary or proprietary interest by which a person will gain or lose something;</li> <li>12. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by one's office, unless expressly allowed by law;</li> <li>13. Disclosing or misusing confidential or classified information official known by reason of one's office and not made available to the public, to futher one's private interests or give undue advantage to anyone or to prejudice the public interest;</li> <li>14. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contract to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public; and</li> <li>15. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with one's office, unless such recommendation or referral is mandated by: <ol style="list-style-type: none"> <li>a. Law;</li> <li>b. International agreements, commitment and obligation; or</li> <li>c. As part of the function of one's office</li> </ol> </li> </ol>	<p><b><u>1<sup>st</sup> Offense</u></b> Suspension of 6 months and 1 day to 1 year</p> <p><b><u>2<sup>nd</sup> Offense</u></b> Dismissal from the service</p> <p>Note: Inefficiency and Incompetency in the performance of Official Duties may be punishable by Demotion.</p>
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<p>Less Grave Offense</p>	<ol style="list-style-type: none"> <li>1. Simple Neglect of Duty;</li> <li>2. Simple Misconduct;</li> <li>3. Discourtesy in the Course of Official Duties;</li> <li>4. Violation of existing Civil Service Law and rules of serious nature;</li> <li>5. Insubordination;</li> <li>6. Habitual Drunkenness;</li> <li>7. Unfair discrimination in rendering public service due to party affiliation of preference;</li> <li>8. Failure to file sworn statements of assets, liabilities and net worth, and disclosure of business interest and financial connections including those of one's spouse and unmarried children under 18 years of age living in one's household;</li> <li>9. Failure to resign from one's position in the private business enterprise within 30 days from assumption of public office when conflict of interest arises, and/or failure to divest oneself of one's shareholdings or interest in private business enterprise within 60 days from assumption of public office when conflict of interest arises; Provided, however, that for those who are already in the service and conflict of interest arises, the official or employee must either resign or divest himself/herself of said interest within the periods hereinabove provided, reckoned from the date when the conflict of interest had arisen; and</li> <li>10. Engaging directly or indirectly in partisan political activities by one holding non-political office</li> </ol>	<p><b><u>1<sup>st</sup> Offense</u></b> Suspension of 1 month and 1 day to 6 months</p> <p><b><u>2<sup>nd</sup> Offense</u></b> Dismissal from the service</p>
<p>Less Grave Offense</p>	<p>Simple Dishonesty</p>	<p><b><u>1st Offense</u></b> Suspension of 1 month and 1 day to 6 months</p> <p><b><u>2nd Offense</u></b> Suspension of 6 months and 1 day to 1 year</p> <p><b><u>3rd Offense</u></b> Dismissal from the service</p>

<p>Light Offense</p>	<ol style="list-style-type: none"> <li>1. Simple Discourtesy in the Course of Official Duties</li> <li>2. Improper or unauthorized solicitation of contributions from subordinate employees;</li> <li>3. Violation of Reasonable Office Rules and Regulations;</li> <li>4. Habitual Tardiness;</li> <li>5. Gambling Prohibited by Law;</li> <li>6. Refusal to Render Overtime Service;</li> <li>7. Disgraceful, Immoral or Dishonest Conduct Prior to Entering the service;</li> <li>8. Borrowing Money by Superior Officers from Subordinates;</li> <li>9. Willful failure to pay just debts or wilful failure to pay taxes due to the government;</li> <li>10. Lobbying for personal interest or gain in legislative halls and offices without authority;</li> <li>11. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is not prior authority;</li> <li>12. Failure to act promptly on letters and request within 15 working days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;</li> <li>13. Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;</li> <li>14. Failure to attend to anyone who wants to avail himself/herself of the services of the office, or act promptly and expeditiously on public transactions;</li> <li>15. Engaging in private practice of one's profession unless authorized by the Constitution, law or regulation or the head of the office where the employee or official is assigned and provided that such practice will not conflict with one's official functions;</li> <li>16. Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations</li> </ol>	<p><u>1st Offense</u> Reprimand</p> <p><u>2nd Offense</u> Suspension of 1 to 30 days</p> <p><u>3rd Offense</u> Dismissal from the service</p>
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**Employee Handbook Acknowledgement  
Form**

I acknowledge that I have received a copy of the Employee Handbook (“Handbook”). I hereby understand that I am responsible for reading, observing, complying and abiding by all policies and procedures in this Handbook, as well as all other policies, rules and procedures of the organization.

That the purpose of this Handbook is to be informed of the policies and procedures of the organization. This is not a contract of employment. Nothing in this Handbook provides for any entitlement or privilege nor it is intended to create contractual obligations of any kind.

I understand and recognize that I shall comply with all policies provided in the Handbook and acknowledge that violation of any policy stated in the Handbook and of any LGU policy, rule, or guideline shall be subjected to disciplinary action up to and including termination.

I am aware that the organization has the right to revise and amend any provision of this Handbook at any time and that I will be bound by any such revisions and amendments.

I understand that a copy of this acknowledgment form will be kept in my Personnel Record as evidence of my receipt of the Handbook and proof of information of LGU policies.

\_\_\_\_\_  
*Printed Name over signature*

\_\_\_\_\_  
*Date*

*Please sign and date one copy of this acknowledgement and return it to Human Resources. Retain a second copy for your reference*