

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

DEPARTMENT OF LABOR AND EMPLOYMENT	
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LABOR ADVISORY NO. 02
Series of 2012

**Payment of Wages on Tuesday, 21 August 2012, Special (Non-Working) Day,
and on Monday, 20 and 27, 2012, Regular Holiday,
Pursuant to Proclamation No. 295**

In observance of Eid'l Fitr (Feast of Ramadan), Ninoy Aquino Day, and National Heroes Day on 20, 21, and 27 August 2012, respectively, pursuant to Proclamation Nos. 295 and 455 issued by President Benigno S. Aquino III on 24 November 2011 and 13 August 2012, respectively, the following rules on pay during special day and regular holidays shall apply:

1. Regular Holiday - Monday, 20 and 27 August 2012

- 1.1. If the employee did not render work during the regular holiday, he/she shall be entitled to 100 percent of his/her salary for that day $[(\text{Daily Rate} + \text{COLA}) \times 100\%]$;
- 1.2. If the employee reported for work on such day, he/she shall be entitled to 200 percent of his/her regular salary for that day for the first eight (8) hours $[(\text{Daily Rate} + \text{COLA}) \times 200\%]^*$;
- 1.3. For overtime work rendered during the regular holiday, he/she shall be entitled to an additional 30 percent of his/her hourly rate on said day $(\text{Hourly Rate} \times 200\% \times 130\% \times \text{Number of Hours Worked})$;
- 1.4. If the employee worked during a regular holiday that also falls on his/her rest day, he/she shall be entitled to an additional 30 percent of his/her daily rate of 200 percent $[(\text{Daily Rate} + \text{COLA}) \times 200\%] + [30\% (\text{Daily Rate} \times 200\%)]$; and
- 1.5. For overtime work rendered during the regular holiday that falls on his/her rest day, he/she shall be entitled to an additional 30 percent of his/her hourly rate on said day $(\text{Hourly Rate} \times 200\% \times 130\% \times 130\% \times \text{Number of Hours worked})$.

2. Special (Non-Working) Day - Tuesday, 21 August 2012

- 2.1. If the day is un-worked, the "no work, no pay" principle shall apply unless there is a favorable company policy, practice, or collective bargaining agreement (CBA) granting payment on a special day;

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- 2.2. If worked, the employee shall be entitled to an additional 30 percent of his/her daily rate on the first eight (8) hours of work (Daily Rate x 130%);
- 2.3. For overtime work rendered during the special day, he/she shall be entitled to an additional 30 percent of his/her hourly rate on such special day (Hourly Rate x 130% x Number of Hours Worked);
- 2.4. If the employee worked during a special day that also falls on his/her rest day, he/she shall be entitled to an additional 50 percent of his/her daily rate on first eight (8) hours of work (Daily Rate x 150%); and
- 2.5. In excess of eight hours, he/she shall be entitled to an additional 30 percent of his/her hourly rate on such special day (Hourly Rate x 130% x 150% x Number of Hours Worked).

Please be guided accordingly.


ROSALINDA DIMAPILIS-BALDOZ
Secretary

15 August 2012

**Cost of Living Allowance is only included in the computation of regular holiday pay.*