

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

DEPARTMENT OF LABOR AND EMPLOYMENT Administrative Service Central Records Section-GSD	
DATE:	31 JUL 2014
TIME:	1:48
RECEIVED BY:	<i>Amj</i>

LABOR ADVISORY NO. 09  
Series of 2014

**Payment of Wages for the Regular Holidays, Special (Non-working) Days,  
and Special Holiday (For all Schools) for the Year 2015**

Pursuant to Proclamation No. 831 issued by President Benigno S. Aquino III on July 17, 2014, the following rules for pay on regular holidays and special days shall apply:

1. **Regular Holidays – January 1, April 2, April 3, April 9, May 1, June 12, August 31, November 30, December 25, December 30, Eid'l Fitr (to be proclaimed) and Eidul Adha (to be proclaimed)**
  - 1.1 If the employee did not work, he/she shall be paid 100% of his/her salary for that day **[(Daily rate + COLA) x 100%]<sup>1</sup>**;
  - 1.2 For work done during the regular holiday, the employee shall be paid 200% of his/her regular salary for that day for the first eight hours **[(Daily rate + COLA) x 200%]<sup>1</sup>**;
  - 1.3 For work done in excess of eight hours (overtime work), he/she shall be paid an additional 30% of his/her hourly rate on said day **[Hourly rate of the basic daily wage x 200% x 130% x number of hours worked]**;
  - 1.4 For work done during a regular holiday that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her daily rate of 200% **[(Daily rate + COLA) x 200%] + [30% (Daily rate x 200%)]**; and
  - 1.5 For work done in excess of eight hours (overtime work) during a regular holiday that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic daily wage x 200% x 130% x 130% x number of hours worked)**.

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<sup>1</sup> Cost of Living Allowance (COLA) is included in the computation of holiday pay

## 2. Special (Non-Working) Days – January 2, February 19, April 4, August 21, November 1, December 24 and December 31

- 2.1 If the employee did not work, 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;
- 2.2 For work done during the special, he/she shall be paid an additional 30% of his/her daily rate on the first eight hours of work **[(Daily rate x 130%) + COLA]**;
- 2.3 For work done in excess of eight hours (overtime work), he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic daily wage x 130% x 130% x number of hours worked)**;
- 2.4 For work done during a special day that also falls on his/her rest day, he/she shall be paid an additional 50% of his/her daily rate on the first eight hours of work **[(Daily rate x 150%) + COLA]**; and
- 2.5 For work done in excess of eight hours (overtime work) during a special day that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic daily wage x 150% x 130% x number of hours worked)**.

## 3. Special Holiday for all schools – February 25

### 3.1 For private establishments

February 25 is an ordinary workday. No premium is required to be paid for work on said day.

### 3.2 For the private school

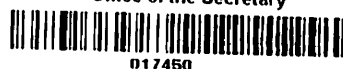
Employees in the private school, whether academic or administrative personnel, shall be paid in accordance with the rules for pay on special (nonworking) days as above stated.

Be guided accordingly.

23 July 2014

  
**ROSALINDA DIMAPIUS-BALDOZ**  
Secretary

Dept. of Labor & Employment  
Office of the Secretary



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Department of Labor and Employment BUREAU OF WORKING CONDITIONS	
OFFICE OF THE DIRECTOR EMAIL	
Received by	<u>Eman</u>
Date Received	<u>7.21.14</u>
Time	<u>7am</u>

MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 831

**DECLARING THE REGULAR HOLIDAYS, SPECIAL (NON-WORKING) DAYS, AND SPECIAL HOLIDAY (FOR ALL SCHOOLS) FOR THE YEAR 2015**

WHEREAS, Republic Act (RA) No. 9492, dated 24 July 2007, amended Section 26, Chapter 7, Book I of Executive Order (EO) No. 292, also known as the Administrative Code of 1987, by declaring certain days (specific or movable) as special or regular holidays;

WHEREAS, RA No. 9492 provides that holidays, except those which are religious in nature, are moved to the nearest Monday unless otherwise modified by law, order or proclamation;

WHEREAS, RA No. 9849 provides that the Eidul Adha shall be celebrated as a national holiday;

WHEREAS, on 19 February 2015, the Chinese nationals all over the world will celebrate Spring Festival, properly known as the Chinese New Year, which is one of the most revered and festive events celebrated not only in China but also in the Philippines by both Chinese-Filipinos and ordinary Filipinos as well; and the joint celebration is a manifestation of our solidarity with our Chinese-Filipino brethren who have been part of our lives in many respects as a country and as a people; 19 February 2015 may be declared as a special (non-working) day without detriment to public interest;

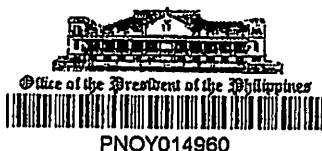
WHEREAS, the EDSA People Power Revolution, which restored and ushered political, social and economic reforms in the country, serves as an inspiration to Filipinos everywhere as a nation and as a people;

WHEREAS, Saturday, 4 April 2015 falls between Good Friday and Easter Sunday; Black Saturday, falling between Good Friday and Easter Sunday, has been traditionally declared a special (non-working) day throughout the country because the observance of Holy Week is one of our people's most cherished traditions and they must be given the full and uninterrupted opportunity to ponder the significance of Holy Week and to properly observe its traditions with religious fervor, without prejudice to public interest;

WHEREAS, in order to foster closer family ties and enable our countrymen to observe New Year and Christmas more meaningfully, it is but fitting to declare 2 January 2015 (Friday) and 24 December 2015 (Thursday) as additional special (non-working) days throughout the country;

NOW, THEREFORE, I, BENIGNO S. AQUINO III, by virtue of the powers vested in me by the Constitution as President of the Philippines, do hereby declare:

SECTION 1. The following regular holidays and special days for the year 2015 shall be observed in the country:



THE PRESIDENT OF THE PHILIPPINES



**A. Regular Holidays**

New Year's Day	-	1	January (Thursday)
Maundy Thursday	-	2	April
Good Friday	-	3	April
Araw ng Kagitingan	-	9	April (Thursday)
Labor Day	-	1	May (Friday)
Independence Day	-	12	June (Friday)
National Heroes Day	-	31	August (Last Monday of August)
Bonifacio Day	-	30	November (Monday)
Christmas Day	-	25	December (Friday)
Rizal Day	-	30	December (Wednesday)

**B. Special (Non-Working) Days**

Chinese New Year	-	19	February (Thursday)
Black Saturday	-	4	April
Ninoy Aquino Day	-	21	August (Friday)
All Saints Day	-	1	November (Sunday)
Additional special (non-working) days	-	2	January (Friday)
	-	24	December (Thursday)
Last Day of the Year	-	31	December (Thursday)

**C. Special Holiday (for all schools)**

EDSA Revolution Anniversary	-	25	February (Wednesday)
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**SECTION 2.** The proclamations declaring national holidays for the observance of Eid'l Fitr and Eidul Adha shall hereafter be issued after the approximate dates of the Islamic holidays have been determined in accordance with the Islamic calendar (Hijra) or the lunar calendar, or upon Islamic astronomical calculations, whichever is possible or convenient. To this end, the National Commission on Muslim Filipinos (NCMF) shall inform the Office of the President on which days the holidays shall respectively fall.

**SECTION 3.** The Department of Labor and Employment (DOLE) shall promulgate the implementing guidelines for this Proclamation.

**SECTION 4.** This Proclamation shall take effect immediately.

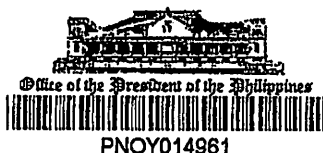
**SECTION 5.** This Proclamation shall be published in a newspaper of general circulation.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this 17<sup>th</sup> day of July in the year of Our Lord, Two Thousand and Fourteen.

By the President

**PAQUITO N. OCHOA, JR.**  
Executive Secretary



*[Handwritten signature]*

**CERTIFIED COPY**

**MARIANITO M. DIMAANDAL**  
DIRECTOR IV  
MALACARANG RECORDS OFFICE