

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

**LABOR ADVISORY NO. 01**  
**Series of 2015**

DEPARTMENT	Administrative Service Central Records Department
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**Payment of Wages for the Special (Non-working) Day on February 19, 2015 and Special Holiday (For all Schools) on February 25, 2015**

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

**1. Special (Non-Working) Day – February 19, 2015**

- 1.1 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;
- 1.2 For work done during the special day, 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]**;
- 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 130% x 130% x number of hours worked)**;
- 1.4 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
- 1.5 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)**.

## 2. Special Holiday for All Schools – February 25, 2015

### 2.1 For private establishments

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

### 2.2 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.

10 February 2015

  
**ROSALINDA DIMAPILIS-BALDOZ**  
Secretary

Dept. of Labor & Employment  
Office of the Secretary

