



LABOR ADVISORY NO. 16
Series of 2018

**Payment of Wages
for the Special (Non-Working) Days on November 1 and 2, 2018
and the Regular Holiday on November 30, 2018**

Pursuant to Proclamation No. 269 issued by President Rodrigo Roa Duterte on July 17, 2017, the following rules for pay on regular holidays and special days shall apply:

1. Special (Non-Working) Days on November 1 (All Saints Day) and 2 (Additional Special [Non-working] Day), 2018

- 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 a special day, he/she shall be paid an additional 30% of his/her basic wage on the first eight hours of work **[(Basic wage 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 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 basic wage on the first eight hours of work **[(Basic wage 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 wage x 150% x 130% x number of hours worked)**.

2. Regular Holiday on November 30, 2018 (Bonifacio Day)

- 2.1 If the employee did not work, he/she shall be paid 100% of his/her wage for that day, subject to certain conditions under the implementing rules and regulations **[(Basic wage + COLA) x 100%]¹**;
- 2.2 For work done during the regular holiday, the employee shall be paid 200% of his/her wage for that day for the first eight hours **[(Basic wage + COLA) x 200%]¹**;
- 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 wage x 200% x 130% x number of hours worked]**;
- 2.4 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 basic wage of 200% **[(Basic wage + COLA) x 200%] + [30% (Daily rate x 200%)]**; and
- 2.5 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 wage x 200% x 130% x 130% x number of hours worked)**.

Be guided accordingly.

90 October 2018


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Secretary

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¹ Cost of Living Allowance (COLA) is included in the computation of holiday pay