



Department of Social Welfare and Development
DSWD-GF-010 | REV 00 / 12 OCT 2021

ADMINISTRATIVE ORDER

NO. 13
Series of 2022

SUBJECT : AMENDMENT OF ADMINISTRATIVE ORDER NO. 11, SERIES OF 2021 OR THE GENERAL GUIDELINES ON PAYMENT OF SALARY/COMPENSATION AND BENEFITS OF REASSIGNED DSWD OFFICIALS AND EMPLOYEES

For administrative expediency, items A of Section VI and A to F of Section VII of Administrative Order No. 11, series of 2021 are hereby amended to provide guideline in the payment of salary/compensation and other benefits of reassigned officials and employees of the Department:

VI. GENERAL GUIDELINES

A. For administrative expediency and flexibility of the PS, reassigned DSWD officials and employees shall draw salaries, compensation and benefits from the CO or from the FO where they will be reassigned.

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VII. ADMINISTRATIVE PROCEDURES ON PAYMENT OF SALARY/COMPENSATION AND BENEFITS:

A. Upon reassignment of the DSWD official or employee, the Personnel Administration Division or Personnel Administration Section should prepare the following to be forwarded to the receiving office:

1. Clearance Certificate form of the concerned official and employee to be routed to Offices/Bureaus/Services/Units/Special Programs (in the case of Central Office) and FO Divisions/Sections/Units (in the case of Field Office) for signature/approval.

The duly accomplished Clearance Certificate form shall only be necessary to determine the accountabilities of the reassigned official and employee from their respective originating office, and shall not be a requirement for the payment of their salaries. Hence, their salary should not be withheld pending the approval of the said document.

Furthermore, the said clearance shall be valid only for purposes of reassignment and shall not be used by the concerned official/employee as reference for purposes of resignation/retirement or transfer of work to another agency/ies.

2. Details of reassigned officials and employees mentioned in VI.D.2

3. Service Record
4. Certificate of Leave Credit Balance / Certificate of Leave Without Pay
5. Certified True Copy of Personal Data Sheet, Appointment Paper and Notice of Step Increment/Salary Adjustment

B. Likewise, the Finance and Management Service (*in the case of Central Office*) and Financial Management Division (*in the case of Field Offices*) shall issue the Certification of Last Salary Received duly verified by the assigned auditor. The same shall be the basis of the receiving office for the payment of salary of the reassigned official or employee.

The certification shall indicate the last salary, allowances and benefits **processed** such as the PERA, RATA (for SG 24 and above), EME (for SG 28 and above) and other benefits (U/CA, MYB, YEB, CG, PEI) that the concerned official/employee received.

FLOWCHART

PROCEDURE	DOCUMENT	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
1. Prepare the documents of the reassigned officials and employee to be forwarded to the receiving office.	a. Clearance Certificate Form	1 to 3 days	PAD/PAS
	b. Details of reassigned officials and employees mentioned in VI.D.2	1 to 3 days	
	c. Service Record	7 days	
	d. Certificate of Leave Credit Balance / Certificate of Leave Without Pay	7 days	
	e. Copy of Personal Data Sheet, Appointment Paper and Notice of Step Increment/Salary Adjustment	1 to 3 days	
	f. Certification of Last Salary Received	1 to 3 days	FMS/FMD
	▪ Auditor-verified certification	Subject to COA's processing time	COA Auditor

2. Route the Clearance Certificate Form to concerned signatories.	a. Clearance Certificate Form	FO – 1 to 2 weeks CO – 1 month (depends on the availability of the signatories)	Concerned signatories
3. Prepare transmittal and send the necessary documents to receiving office	a. Transmittal memo	1 to 3 days	PAD/PAS

All other provisions in AO 11, s. 2021 not affected by this amendment shall continue to be implemented.

These amendments shall take effect immediately.



ROLANDO JOSELITO D. BAUTISTA

Secretary

Date: MAY 19 2022

Cert. True Copy:

23 MAY 2022


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 Records and Archives Mgt. Division