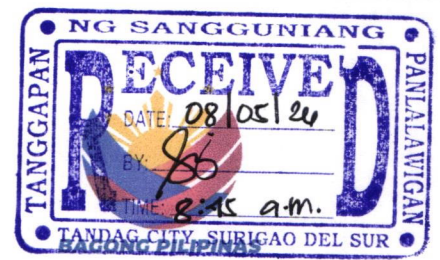




Republic of the Philippines  
**PROVINCE OF SURIGAO DEL SUR**  
TANDAG CITY

**Provincial Governor's Office**



August 3, 2026

**THE HONORABLE MEMBERS**  
Office of the Provincial Council  
This Province



Thru: **HON. RUEL D. MOMO**  
Acting Vice Governor & Presiding Officer

Sir:

**Greetings!**

May we respectfully request the passage of a Sangguniang Panlalawigan Resolution adopting, appropriating, and implementing the Longevity Pay for qualified plantilla Public Social Workers of the Provincial Social Welfare and Development Office (PSWDO) of Surigao del Sur.

Attached herewith are the request letter of the Provincial Social Welfare and Development Officer and Department of Social Welfare and Development Administrative Order No. 05, Series of 2023, for your reference and appropriate consideration.

Truly yours,

  
**MANUEL O. ALAMEDA, SR.**  
Acting Provincial Governor



**PROVINCE OF SURIGAO DEL SUR**  
Office of the Secretary to the Sangguniang Panlalawigan  
Tel. No.: 086-2115832  
Email: [ossp@surigaodelsur.gov.ph](mailto:ossp@surigaodelsur.gov.ph)  
**OSSP-26-06150**



Republic of the Philippines  
**PROVINCE OF SURIGAO DEL SUR**  
Capitol Hills, Telaje, Tandag City  
Telefax No. (086) 211-3656

**PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

July 31, 2026

**THE HONORABLE MEMBERS**  
Sangguniang Panlalawigan  
Province of Surigao del Sur



Thru: **THE PROVINCIAL VICE GOVERNOR/ PRESIDING OFFICER**

SUBJECT: Request for the Local Adoption, Appropriation, and Implementation of Longevity Pay for Qualified Plantilla Public Social Worker of the PSWDO- Surigao del sur

**Dear Honorable Board Members,**

Warm greetings from the Provincial Social Welfare and Development Office (PSWDO).

I am writing to formally request the honorable members of the Sanguniang Panlalawigan to enact an ordinance locally adopting and appropriating funds for the implementation of **Longevity Pay** for the qualified, permanent public social workers of this province.

this request is rooted in national mandates and guidelines, specifically:

- **Republic Act No. 9344** ( The Magna Carta for Public Social Workers);
- **DBM-DSWD Joint Circular No. 1, series of 2018**, governing compensation-related benefits; and
- **DSWD Administrative Order No. 05, series of 2023**, which clarifies the transition rules, administrative procedures, and specific five year milestone calculations for longevity Pay.

Our local social workers serve at the frontlines of human development, crisis intervention, and disaster response across our province. Granting this legally mandated benefits is not only a compliance measure monitored under national indicators like the Seal of Good Local Governance (SGLG), but also a vital mechanism to boost morale, recognize continuous satisfactory service, and reward professional loyalty within the provincial workforce.

In accordance with the guidelines, this benefit will strictly apply only to social workers holding **permanent plantilla positions** who reached at least **five (5) year of continuous satisfactory service**, have a clean administrative/criminal record, and have completed the require five-year waiting transition from their last received length-of-service step increment.

for your review and reference, attached herewith are the following documents:

- A certified list of qualified PSWDO plantilla personnel with their corresponding milestone eligibility dates;
- The projected annual budgetary requirement prepared in coordination with the Provincial Budget Office; and
- A copy of DSWD Administrative Order No. 05, Series of 2023.

We humbly seek your favorable consideration and the passage of the necessary appropriation ordinance to include the required funding for this benefit in the formulation of the annual or supplemental budget of the province.

Thank you very much for you unwavering support of our social welfare workforce and the people of Surigao del Sur.

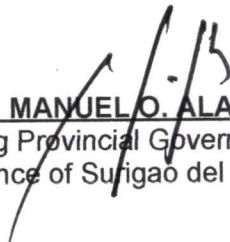
Respectfully yours,



HERSHE L. NUNEZ, RSW

Provincial Social Welfare and Development Officer

NOTED/APPROVED FOR SUBMISSION:



HON. MANUEL O. ALAMEDA, SR

Acting Provincial Governor  
Province of Surigao del sur





DSWD-GF-010 | REV 01 | 17 AUG 2022

**ADMINISTRATIVE ORDER**

NO. 05  
Series of 2023

**SUBJECT: GUIDELINES IN PROVIDING SPECIFIC CRITERIA AND ADMINISTRATIVE PROCEDURES ON THE GRANT OF EACH MAGNA CARTA BENEFIT TO PUBLIC SOCIAL WORKERS AS SUPPLEMENT TO DBM-DSWD JOINT CIRCULAR NO.01, SERIES OF 2018<sup>1</sup>**

**I. Rationale**

This Administrative Order (AO) is issued to prescribe the internal guidelines to provide for the specific criteria and administrative procedures on the grant of each Magna Carta Benefit to Public Social Workers (PSWs). This AO shall supplement the Department of Budget and Management - Department of Social Welfare and Development (DBM-DSWD) Joint Circular No. 1, series of 2018 on the grant of compensation-related Magna Carta benefits to PSWs which include the following:

1. Additional Compensation for services beyond the normal work hours and non-working days;
2. Hazard Pay;
3. Subsistence Allowance;
4. Transportation/Travel Expenses;
5. Longevity Pay;
6. Free Living Quarters or Quarters Allowance;
7. Highest Basic Salary upon retirement; and
8. Clothing Allowance.

**II. Legal Bases**

1. Republic Act (RA) No. 9433 or the Magna Carta for PSWs
2. Implementing Rules and Regulations (IRR) of RA No. 9433
3. RA No. 4373, or An Act to Regulate the Practice of Social Work and the Operation of Social Work Agencies in the Philippines and for Other Purposes
4. DBM-DSWD Joint Circular (JC) No. 1, series of 2018, entitled Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to PSW
5. DSWD Memorandum Circular (MC) No. 05 Series of 2022 dated June 8, 2022, entitled Guidelines in Determining When a Government Personnel May Be Considered as PSW

*O.K.*  
*Long pay*  
*3/27/2024*

<sup>1</sup> Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to PSWs

## 5. Longevity Pay (LP)

### 5.1 To be entitled to LP, a PSW must meet all of these criteria:

- a. The PSW holds a position in the agency plantilla of regular positions<sup>8</sup>.
- b. The PSW has rendered at least five (5) years of continuous satisfactory service; and
- c. During the period of continuous service, the PSW has not been found guilty of any administrative or criminal case.

### 5.2 PSWs in the service as of the effectivity of this AO may be granted LP for every five (5) years of continuous service. For those granted step increment due to length of service in previous years, the first LP shall be granted after 5 years from the effectivity of the last step increment.

#### Example:

A Social Welfare Officer II was hired on July 2, 2018. She was granted Step Increment Due to Length of Service on July 2, 2021. Said employee shall be granted LP effective July 2, 2026.

### 5.3 The first LP, LP1, shall be based on the monthly basic salary, S1, as of the LP1 effectivity, upon completion of the first 5 years of service as PSW. The second LP, LP2, shall be based on the monthly basic salary, S2, as of the LP2 effectivity, and so on.

### 5.4 The LP shall be paid every month commencing upon completion of the first five (5) of continuous, efficient, and meritorious service as PSW, and shall be computed as follows (ANNEX C for sample computation):

**Monthly LP = Rate x PSW's current monthly basic salary**

Where Rate is determined as follows:

| No. of years of continuous service | Longevity Pay                                                                         |
|------------------------------------|---------------------------------------------------------------------------------------|
| 5 to <10                           | LP1 = 5% of PSW's monthly basic salary at the end of the first 5 years (S1)           |
| 10 to <15                          | LP2 = 5% of PSW's monthly basic salary at the end of the first 10 years (S2) plus LP1 |

<sup>8</sup> Position in the agency plantilla of regular positions refers to those regular positions that are reflected in the Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the DSWD.

- c. The above rates shall be inclusive of the amount for telephone, water, and electricity bills.

6.3 The claim must be filed with the FMS/Finance and Management Division (FMD) and must be supported by the following:

- a. Copy of DTR and SO directing the reassignment;
- b. Sworn statement that the PSW has no residence within 50 kilometers of the work station;
- c. Certification, issued by the Head of OBSU/FO, that the OBSU/FO did not provide free living quarters; and
- d. Certification, issued by the City/Municipal Treasurer, of the prevailing room rental rate in the locality.

## **7. Highest Basic Salary upon Retirement<sup>9</sup>**

- 7.1 A PSW shall be granted salary increase corresponding to one salary grade higher than his/her monthly basic salary upon retirement. This shall serve as the basis for the computation of Terminal Leave Benefits.
- 7.2 The one (1) salary grade increase shall be based on the applicable salary schedule for government personnel at the time of retirement.
- 7.3 Upon retirement, HRMDS/HRMDD shall automatically issue to the PSW a Notice of Salary Increase. The new Salary shall be used as the basis for computing Terminal Leave Benefits.
- 7.4 The said one Salary Grade increase shall be reflected in the Service Record of the concerned PSW due for retirement with remarks of the corresponding entitlement.

## **8. Clothing Allowance**

Availment and grant of this benefit shall be in accordance with the applicable rules of the Department and oversight agencies, including the DBM Budget Circular No.2018-1, issued on 08 March 2018 or the Rules and Regulations on the Grant of Uniform/Clothing Allowance (U/CA) to Civilian Government Personnel.

## **VI. Fund Source**

The source of funds for the payment of Magna Carta Benefits for PSWs shall be charged against the agency budget. The modification of allotment for the purpose of such payment should conform to the applicable General Provisions of the annual General Appropriations Act as indicated under Item 13.1 of DBM-DSWD JC No.1, series of 2018.

In case of deficiency, the Department through the Finance and Management Service shall submit a request for additional fund to the DBM for its consideration.

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<sup>9</sup> Per RA 8291 or GSIS Act of 1997, Optional retirement age is 60 and the compulsory retirement age is 65.

**VII. Saving Clause**

Cases not covered in this AO shall be submitted to the Undersecretary for General Administration and Support Services Group for resolution.

**VIII. Repealing Clause**

Previous issuances of the Department which are inconsistent with this AO are deemed repealed or modified accordingly.

**IX. Effectivity**

This Administrative Order shall take effect immediately upon issuance. All other Department issuances inconsistent herewith are deemed either amended or revoked accordingly.

Quezon City, Philippines.

  
REX GATCHALIAN  
Secretary  
Date: 3-6-2023



Sample Computation from Finance and Management Service

| Year | Particulars    | Rate     | Basic Salary | LP1      | LP2      | TOTAL     |
|------|----------------|----------|--------------|----------|----------|-----------|
|      |                |          |              |          |          |           |
| Y1   | New Hire       | SG 11-01 | 25,439.00    |          |          | 25,439.00 |
| Y2   |                |          |              |          |          | -         |
| Y3   |                |          |              |          |          | -         |
| Y4   |                |          |              |          |          | -         |
| Y5   |                |          |              |          |          | -         |
| Y6   |                |          | 25,439.00    | 1,271.95 |          | 26,710.95 |
| Y7   | Promotion      | SG 15-01 | 35,097.00    | 1,754.85 |          | 36,851.85 |
| Y8   | Change in SSL* | SG 15-01 | 36,619.00    | 1,830.95 |          | 38,449.95 |
| Y9   |                |          | 36,619.00    | 1,830.95 |          | 38,449.95 |
| Y10  |                |          | 36,619.00    | 1,830.95 |          | 38,449.95 |
| Y11  |                |          | 36,619.00    | 1,830.95 | 1,830.95 | 40,280.90 |
| Y12  |                |          | 36,619.00    | 1,830.95 | 1,830.95 | 40,280.90 |
| Y13  |                |          | 36,619.00    | 1,830.95 | 1,830.95 | 40,280.90 |
| Y14  |                |          | 36,619.00    | 1,830.95 | 1,830.95 | 40,280.90 |





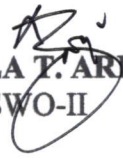
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Telefax No. (086) 211-3656

**PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

**LIST OF QUALIFIED SOCIAL WORKER FOR LONGEVITY PAY  
CY 2026**

| NO. | NAMES                    | DESIGNATION  | MONTHLY<br>BASIC<br>SALARY | DATE OF<br>APPOINTMEN<br>T/LAST STEP<br>INCREMENT | MILESTON<br>ELIGIBILITY<br>DATE |
|-----|--------------------------|--------------|----------------------------|---------------------------------------------------|---------------------------------|
| 1.  | HERSHE L. NUÑEZ          | PSWD OFFICER | 126,252.00                 | APRIL 2, 2021                                     | APRIL 2, 2026                   |
| 2.  | SHEILA T. ARIZOBAL       | SWO-III      | 51,304.00                  | APRIL 2, 2021                                     | APRIL 2, 2026                   |
| 3.  | MA. PAULA S.<br>GALLARDO | SWO-I        | 30,0024.00                 | OCTOBER 12,<br>2021                               | OCTOBER 12,<br>2021             |
| 4.  | JUNIE JR., A. BAPOR      | SWO-I        | 30,0024.00                 | JUNE 22, 2023                                     | JUNE 22, 2023                   |

Prepared by:

  
**SHEILA T. ARIZOBAL**  
SWO-II

NOTED:

  
**HERSHE L. NUNEZ, RSW**  
PSWD OFFICER