



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
Visayas Ave., Diliman, Quezon City
GaBAI sa Pag-unlad ng Paghahayupan

(+632) 8528-2240 director@bai.gov.ph www.bai.gov.ph @bai.gov.ph

MEMORANDUM ORDER

NO. 10

Series of 2022

SUBJECT : INTERNAL GUIDELINES OF THE BUREAU OF ANIMAL INDUSTRY (BAI) ON THE ACCEPTANCE AND EVALUATION OF APPLICATIONS AND ISSUANCE OF HAZARD PAY CERTIFICATES TO APPROVED REPUBLIC ACT NO. 8439 APPLICANTS

The Republic Act 8439: "Magna Carta for Scientists, Researchers, Engineers and Other S&T Personnel in the Government" aims to provide a program for human resources development in the field of science and technology (S&T). In its amendment, Republic Act No. 11312 Section 2 stated, "Non-DOST S & T Personnel. — S & T personnel not employed by the Department, who are involved in STA may avail of the benefits under this Act upon certification of the Head of Agency that they are involved in research and development or other scientific and technological activities. *Provided* that the Head of Agency shall abide by the guidelines promulgated by DOST for the certification of non-DOST personnel involved with research and development or scientific and technological activities and their entitlement to benefits provided in this Act."

These guidelines shall serve as basis to effectively implement R.A. 8439 as amended by R.A. 11312 to eligible non-DOST S & T Personnel. This procedure describes in detail the process of accepting application, evaluating documents and issuing Certificate of Eligibility under RA no. 11312

I. Acceptance of Applications

S&T personnel who are involved in hazardous undertakings or assigned to hazardous workplaces may be entitled to hazard allowance subject to the evaluation of BAI Hazard Evaluation Committee (HEC) and approval of the BAI Director. It is a separate application from Magna Carta.

The BAI Hazard Evaluation Committee will issue memorandum for the submission of applications twice a year, every February (Renewal and New applicants) and August (New applicants) or after the BAI DOST Magna Carta Screening Committee formally endorsed the copy of Certificates of Eligibility to RA 8439 to BAI HEC. The accomplished application form for Hazard Pay (Attachment 1) shall be submitted to the BAI HEC Secretariat on or before the deadline. Late submissions shall not be



accepted and returned to the respective Focal Person of the concerned division and shall be processed on the next schedule of evaluation.

II. Evaluation of Applications

BAI Hazard Evaluation Committee shall meet every February and August of each year. BAI Hazard Committee Chairperson shall call a meeting to review and evaluate the degree of hazard exposure of applicants based on the submitted form. The evaluation shall be based on DOST A.O. No. 10 Series of 2013 "Revised Guidelines on Payment of Hazard Allowance to S&T Personnel Under R.A. No. 8439 known as Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in Government (Attachment 2). The following are the levels of risk to hazards as defined in DOST A.O. No. 10 Series of 2013.

A. *High Risk to Hazards*

A.1. Work areas including laboratories and service workshops that pose risks or dangers to health and safety due to dangerous working conditions or environmental elements such as: contaminants; ionizing radiation; electromagnetic radiation; communicable and contagious diseases; combustible, explosive, reactive, corrosive, and toxic chemicals and biological substances; absence of adequate supply of safe and potable water, and operation of hazardous equipment

A.2. Remote areas, depressed areas and hardship posts characterized by difficult terrain, distance, inconvenience of travel due to bad roads and conditions of the terrain, isolation, inaccessibility, and extreme weather conditions

A.3. Embattled or strife-torn which are sites of armed encounters between government troops and enemy forces and/or enemy-initiated attacks, raids, or ambushes, as may be declared by the Department of National Defense

A.4. Work areas under state of calamity or emergency where there are: earthquake, tsunami, volcanic activity/eruption, lahar and pyroclastic flows, floods, landslides and other natural hazards

A.5. Work areas that are considered natural danger zones

B. *Low Risk to Hazards*

B.1. Occupational risks, peril to life, or physical hardships

B.2. In frequent interaction with employees working in the laboratory or highly hazardous areas.

Based on the DOST A.O. No. 10 Series of 2013, the allowable amount of hazard allowance for one month shall be based on the degree of risk to hazards as specified in sub-items A



and B above, and the number of workdays of actual exposure over 22 workdays in a month, at rates not to exceed 30% of monthly basic salary. Below are the rates of hazard allowance as mentioned in DOST A.O. No. 10 Series of 2013.

Table 1. Rates of hazard allowance as mentioned in DOST A.O. No. 010 Series of 2013.

Level of Risk Actual Exposure	High Risk	Low Risk
15 or more days	30% of monthly basic salary	15% of monthly basic salary
8 to 14 days	23% of monthly basic salary	12% of monthly basic salary
Less than 8 days	15% of monthly basic salary	10% of monthly basic salary

The BAI Hazard Evaluation Committee Secretariat will prepare the summary of the evaluation results.

III. **Endorsement of Approved Applicants to the BAI Director**

Endorsement of approved applicants as per R.A 8439-Hazard Allowance as Amended by R.A. 11312 of personnel who are evaluated based on their level of risk to hazard shall be endorsed by the BAI HEC to the BAI Director for approval. The approved applicants shall be endorsed to the DA Hazard Screening Committee for DA Secretary's approval.

List of the approved applicants shall be sent to the Focal Persons for dissemination.

These guidelines shall take effect immediately and shall remain in force unless revoked in writing. All other orders inconsistent herewith are deemed revoked.

Done this 6th day of July 2022.


REILDRIN G. MORALES, DVM, MVPHMgt
Officer-In-Charge, Director