



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

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DEPARTMENT ORDER)

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SUBJECT : Guidelines in the Implementation of the Subsistence and Laundry Allowances of the personnel of the Medical and Dental Division, Administrative and Manpower Management Service of the Department.

Effective January 1, 1993, a Subsistence Allowance of P30.00/day and Laundry Allowance of P50.00/month shall be granted to all personnel of the Medical and Dental Division regardless of status of employment pursuant to the Implementing Rules & Regulations of RA 7305.

1. Subsistence Allowance:

- 1.1 In case of field trips where the employee is entitled to per diems and travel allowances, the subsistence allowance corresponding to the number of days he is out of his official station shall no longer be paid to him.
- 1.2 In cases of absence/leave, the subsistence allowance for the number of days he is absent or on leave shall no longer be paid.
- 1.3 In cases of undertime - if the employee arrives at 10:00 a.m., he shall be entitled to only P20.00 subsistence allowance. If he arrives at 1:00 p.m., he shall be entitled to only P10.00 subsistence allowance.

2. Laundry Allowance:

- 2.1 The laundry allowance shall be at the rate of P50.00/month. In case an employee is absent for six (6) to nine (9) days in a given month, the laundry allowance due him shall be reduced proportionate to the number of days of absence over the number of working days during said month. In case an employee is absent for ten (10) days or more during a given month, the laundry allowance due him for that month shall be forfeited.

For guidance & implementation.


GREGORIO R. VIGILAR
Secretary