



**EXECUTIVE ORDER NO. PCG-58  
SERIES OF 2022**

**AN EXECUTIVE ORDER PRESCRIBING THE GUIDELINES ON THE GRANT OF  
COMMUNICATION ALLOWANCE TO OFFICIALS AND OFFICERS OF THE CITY  
GOVERNMENT OF PASIG**

**WHEREAS**, the Local Government Code (LGC) of 1991, states that every local government unit (LGU) shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Under the general welfare clause of the LGC, the LGU shall ensure and promote health and safety, enhance economic prosperity and social justice, promote full employment among their residents, and preserve the comfort and convenience of their inhabitants;

**WHEREAS**, the Civil Service Commission (CSC) issued a Memorandum Circular No. 6 on 18 May 2022, prescribing the policies on Flexible Work Arrangements (FWA) and support mechanisms for workers in the government during the period of State of Public Health Emergency in the country due to the COVID-19 pandemic;

**WHEREAS**, pursuant to the said circular, agency heads have been directed to ensure that employees have access to or are provided with communication equipment or facilities, such as computer/laptop, internet or e-mail, facsimile, telephone, or mobile phone to facilitate the implementation of FWA;

**WHEREAS**, agency heads have been directed as well to ensure that all workers are afforded with adequate support mechanisms, such as defrayment of reasonable expenses such as mobile communication expenses and internet connection costs incurred by officials and officers while in the performance of their official duties;

**WHEREAS**, as interactions have shifted online and have become reliant on the use of mobile phones, laptops and other information and communications equipment, the necessity to authorize the provision of communication allowance to authorized officials and officers of the City Government of Pasig has become indispensable. This shall ensure uninterrupted sharing of information on the City government's programs, activities, and projects and shall promote transparency and public trust.

**NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, Mayor of Pasig City**, by virtue of the powers vested in me by law, do hereby adopt the following:

**Section 1. Purpose.** – These guidelines are being issued to provide the standards on the grant of communication allowance to key officials and officers in the City Government of Pasig to recompense those concerned for communication and other incidental expenses incurred in the course of their performance of official duties, such as but not limited to the following:



- a. Download and uploading of files, receiving and sending e-mails, issuing directives and instructions to subordinate personnel;
- b. Review and edit official documents transmitted through online means;
- c. Communicate with colleagues, employees, concerned individuals and higher authorities on work-related concerns through short messaging service (SMS), voice calls, messenger and other online platforms as required during and beyond official work hours;
- d. Conduct work-related research via the Internet;
- e. Attend, participate and/or preside in teleconferences and virtual meetings;
- f. Participate in webinars;
- g. Perform analogous tasks requiring the use of the Internet for reading, printing, encoding of accomplishments for review, evaluation and or final presentation to other Department Heads/Chiefs of Office, City Mayor, City Vice-Mayor, oversight agencies and/or linkeages, as the case may be.

With the increasing dependence on available information and communications technologies, the City Government of Pasig has embraced these developments and adapted to change to improve health services, access to education, public works and infrastructure, food security, social services, environmental management, safety and security, and traffic management. Flexibility, cost-effectiveness, speed accessibility, and constant connectivity are the advantages derived in the pursuit of the local government's mandate.

**Section 2. Nature of Communications Allowance. –**

- a. The grant of communication allowances to selected officials and officers of the City Government of Pasig is intended to cover reasonable internet and mobile data expenses incurred in connection with the performance of their official functions in support of the operations of the agency, subject to existing applicable budgeting, accounting, and auditing laws, rules and regulations.
- b. The communication allowance for internet/mobile data expense is intended to augment or defray some of the costs personally incurred by said employees while carrying out official duties and not to cover the actual total cost.
- c. The grant of communication allowance to officials and officers enumerated under Section 4 hereof shall be facilitated through the preparation of a monthly payroll with a fixed amount starting July 2022.
- d. The grant of this allowance shall have a retroactive effect from July 2022 until the effectivity of this Order.



**Section 3. Exclusions.** – The following are excluded from the coverage of these guidelines:

- a. Individuals hired by the City Government of Pasig without employer-employee relationships and/or those whose compensation is not sourced from Personal Services appropriation/budgets of their respective departments or offices;
- b. Consultants and experts hired to perform specific activities or services with expected outputs;
- c. All appointive employees below the rank of Department Head or Chief of Office, unless discharging the duties and responsibilities thereof as designated Officers-in-Charge of the Department or Office; and
- d. Affiliate personnel hired through job contracts, contracts of service and those paid on piecework basis.

**Section 4. Coverage and Standard Rates of Communication Allowance.** – The following officials and employees shall be eligible to receive a monthly communication allowance beginning July 2022 at the rates prescribed herein, viz.:

- a. Communication Allowance in the amount of Ten Thousand Pesos (PhP 10,000.00) per month:
  1. City Mayor
- b. Communication Allowance in the amount of Seven Thousand Pesos (PhP 7,000.00) per month:
  1. City Vice-Mayor
- c. Communication Allowance in the amount of Five Thousand Pesos (PhP 5,000.00) per month:
  1. City Councilors
  2. City Administrator
- d. Communication Allowance for Department Heads, Chiefs of Office, and those designated to such positions as Officers-in-Charge in the amount not exceeding Two Thousand Five Hundred Pesos (PhP 2,500.00) per month, viz.:
  1. City Accounting Office
  2. City Assessor's Office
  3. Pasig City Anti-Drug Abuse Office
  4. City Budget Office
  5. Office of the Building Official
  6. Business Permit and Licensing Department
  7. Engineering Department
  8. City Environment and Natural Resources Office



9. Solid Waste Management Office
10. City Health Department
11. City Legal Office
12. City Planning and Development Office
13. City Procurement Management Office
14. City Social Welfare Department
15. City Transport Development and Management Office
16. City Veterinary Office
17. Cooperative Development Office
18. Cultural Affairs and Tourism Office
19. Disaster Risk Reduction and Management Office
20. Gender and Development Office
21. Office of General Services
22. Human Resource Development Office
23. Internal Audit Service
24. Local Civil Registry
25. Management Information Systems Office
26. Market Administration Office
27. Office of the Senior Citizens' Affairs
28. Pamantasan ng Lungsod ng Pasig
29. Pasig City Science High School
30. Pasig City General Hospital
31. Pasig City Children's Hospital
32. Pasig City Institute of Science and Technology/ BCLP/ Livelihood
33. Pasig Employment Service Office
34. Pasig City Information Office
35. Pasig City Library
36. Pasig City Local, Economic, Development and Investment Office
37. Pasig Urban Settlement Office
38. Peace and Order Department
39. Persons with Disability Affairs Office
40. Treasury Department
41. Tricycle Operation and Regulatory Office
42. Traffic and Parking Management Office
43. Office of the City Mayor
44. Ugnayan sa Pasig
45. Youth Development Office
46. Secretary to the Sanggunian
47. Education Unit
48. RAVE
49. COVID Referral Center
50. Youth Development Center

If an official heads two (2) or more departments, he/she shall only be entitled to a Communication Allowance for one (1) department/office.



**Section 5. Funding Source.** – The amounts required for the monthly communication allowance shall be charged against the available Maintenance and Other Operating Expenses (MOOE) allotment of the Office of the General Services (OGS), subject to existing budgeting, accounting, and auditing laws, rules and regulations.

**Section 6. Responsibility of the Human Resource Development Office.** – The Human Resource Development Office (HRDO) shall take steps necessary to ensure that the monthly payrolls for communication allowance to officials and officers are accurate, processed on time and completed on a regular basis.

**Section 7. Separability Clause.** – The provisions of this Order are considered separable. If for any reasons, any provision or provisions, or parts thereof, be declared invalid or unconstitutional by proper authority or tribunal, the other provisions or parts not declared thereby shall remain valid and enforceable.

**Section 8. Repealing Clause.** – Any order or issuance, or parts thereof, that are inconsistent with the provisions of this order are hereby repealed or modified accordingly.

**Section 9. Effectivity.** – This Order shall take effect immediately.

**DONE** this 15<sup>th</sup> day of December 2022 at the City of Pasig, Metro Manila.

  
VICTOR MA. REGIS N. SOTTO  
City Mayor

