



Republic of the Philippines  
PROVINCE OF OCCIDENTAL MINDORO  
Municipality of Paluan

OFFICE OF THE SANGGUNIANG BAYAN

APPROVED BY:

HON. MICHAEL D. DIAZ  
Municipal Mayor

*Certified Correct and Duly Enacted:*

HON. JASMIN T. FERNANDEZ  
Municipal Vice Mayor/Presiding Officer

*SB Members:*

*Absent*

HON. ROCKY C. MASANGKAY

HON. MARRIAN M. IBAÑEZ

HON. ROCHE D. BAUTISTA

HON. CLEOFÉ CABABAY- FERDONIA

*Leave*

HON. MARI MAE TAGUMPAY- MARTINEZ

HON. RONALDO I. TORRELIZA

HON. JONELL G. TRIA

HON. ELORDE A. MARASIGAN

*Ex-Officio SB Members :*

HON. ROMELITO D. TALENTO  
LnB President

HON. VIC ANTHONY M. VELANDRIA, III  
SKF President

HON. RYAN L. PARISAN  
IPMR

*Attested:*

(As to the authenticity of signatures and documents)

JEFFREY V. HUERTAS  
Secretary to the Sanggunian

**Municipal Ordinance No. 2024-13**

*Series of 2024*

**AN ORDINANCE ESTABLISHING GRATUITY, LOYALTY, AND OTHER BENEFITS FOR DAYCARE WORKERS IN PALUAN.**

*Authored by:* HON. ROCHE D. BAUTISTA  
*Sponsored by:* HON. CLEOFÉ CABABAY-FERDONIA  
*Co-sponsored by:* HON. ROCHE D. BAUTISTA

**WHEREAS**, the contributions of daycare workers are fundamental to the development and well-being of the children in our community, providing essential care and education that shape their future;

**WHEREAS**, recognizing and rewarding the dedication and long-term commitment of daycare workers through financial incentives and benefits is crucial in fostering job satisfaction, improving retention, and enhancing the overall quality of care provided in our daycare facilities;

**WHEREAS**, there is a need to establish clear and fair guidelines for gratuity, loyalty rewards, and other benefits to ensure that daycare workers receive appropriate recognition and support for their invaluable service to the community;

**NOW, THEREFORE BE IT ORDAINED THAT;**

**SECTION 1. TITLE-** this ordinance shall be known as "**GRATUITY, LOYALTY AND OTHER BENEFITS FOR PALUAN DAYCARE WORKERS ORDINANCE**".

**SECTION 2. COVERAGE-** This ordinance shall cover all Day Care Worker who are not holding a permanent position in the Municipal Government of Paluan, Occidental Mindoro and engaged in providing early Childhood Care and Development Services in a day care center owned or operated by the Municipal Government of Paluan, Occidental Mindoro.

**SECTION 3. DEFINITION OF TERMS-** for the purpose of this Ordinance, the following terms are defined:

- Day Care Worker-** Any person directly or primarily engaged in providing early childhood care and development services in a day care center or childhood center in the Municipality.
- Mandatory age for end of Service-** refers to the age which upon reaching, a day care worker is compelled to end rendering health services and for purpose of this Ordinance is established at sixty-five (65) years old.
- Optional age of retirements-** refers to the age which upon reaching a day care worker may optional to end rendering health services and for purposes of this ordinance is established at sixty (60) years old.



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Secretary to the Sanggunian

**SECTION 4. CREATION OF GRATUITY BENEFITS.** There is hereby established a system of gratuity to all Day Care Workers who have rendered basic childhood care and development services in a day care center or early childhood center owned or operated by the Municipal Government of Paluan in the manner as here under provided.

**SECTION 5. COMPUTATION OF GRATUITY BENEFITS-** all day care workers, who in performance of their duties, upon reaching either the optional or mandatory age for end of service in accordance to the number of years He/ She served as such as follow:

LENGTH OF SERVICE	BENEFITS
15 to 20 years	1,000.00 for every year of service
21 to 25 years	1,250.00 for every year of service
26 years and above	1,500.00 for every year of service

**SECTION 6. LOYALTY AWARD** – All Day Care Workers who have rendered at least five years of continuous and satisfactory government service shall receive cash award of Five Hundred Pesos (P500.00) for every year of service for the first five years, and additional 2500.00 for every 5 years of continuous and satisfactory government service beyond five years of service.

**SECTION 7. MEDICAL AND HEALTH BENEFITS**

**HOSPITALIZATION**

- Major Operations:** Employees who undergo major surgical operations shall be eligible for financial assistance amounting to 10,000 pesos. This benefit is designed to alleviate some of the financial burdens associated with significant medical procedures and ensure that employees can access necessary healthcare without undue stress.
- Accidents:** In the event of an accident requiring hospitalization, employees will receive a financial benefit of 5,000 pesos. This assistance helps cover immediate medical expenses resulting from unforeseen accidents, supporting employees in their recovery and minimizing financial strain.

**BURIAL ASSISTANCE**

A one-time burial assistance payment of 10,000 pesos shall be provided to the family or designated representative of an employee in the event of the employee's death. This benefit aims to assist with the financial costs associated with burial arrangements and provides support during a difficult time of loss.



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**PATERNAL LEAVE**

Paternal leave is granted to employees who are new fathers, allowing them 7 days of leave with pay. This leave is intended to support fathers in their role during the early stages of their child's life, providing them with the opportunity to bond with their newborn and assist in the care of their family.

**MATERNAL LEAVE**

Maternal leave provides female employees with 1 month of leave with pay following childbirth. This leave is intended to support new mothers in their recovery and adjustment period post-delivery, ensuring they have adequate time to rest and care for their newborn without financial concern.

**SECTION 8. PROCESSING OF CLAIMS-** The following documents shall be required for the access of the benefit:

- a.) Application of Gratuity Benefits;
- b.) Service record from the Municipal Social Welfare and Development Office;
- c.) Certification from the Municipal Social Welfare and Development office stating the number of years rendered;

Others as may be provided by the implementing rules and regulations

**SECTION 9. BUDGET-** the budget of this ordinance shall be taken from the Special Appropriation Fund from the General funds.

**SECTION 10. RULES AND REGULATIONS-** the Municipal Welfare Social services and development office shall issue the necessary rules and regulation sixty (60) days after the approval of this ordinance to implement the same.

**SECTION 10. SEPARABILITY CLAUSE** – if any part of this ordinance is declared as unconstitutional or unlawful, such declaration shall not affect the other parts or the section hereof that are not declared unlawful or unconstitutional.

**SECTION 11. REPEALING CLAUSE** - All previous ordinance inconsistent with this ordinance shall be deemed repealed or modified accordingly.

**SECTION 12. EFFECTIVITY CLAUSE** - This ordinance shall take effect fifteen (15) days after its publication.

**ENACTED** by the Sangguniang Bayan of Paluan, Occidental Mindoro this 2<sup>nd</sup> day of **September, 2024**.



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