



Republic of the Philippines

Office of the President

Housing and Urban Development Coordinating Council

**HOUSING AND LAND USE REGULATORY BOARD**

**Board Resolution No. 887**

Series of 2012

**AFFIRMING HLURB PRAISE COMMITTEE (PRAISE) RESOLUTION NO. 001,  
SERIES OF 2012, APPROVING THE GRANT OF SOCIAL/ECONOMIC  
AMELIORATION ASSISTANCE TO ALL HLURB EMPLOYEES AND OFFICIALS,  
CHARGEABLE AGAINST THE 2012 SERVICE  
INCOME OF THE BOARD**

**WHEREAS**, the Association of HLURB Employees for Advancement and Development (AHEAD) on April 20, 2012, requested for "the grant of economic assistance to tide them over their present financial difficulties;"

**WHEREAS**, the PRAISE, cognizant of the prevailing economic conditions manifested by the unrelenting oil/fuel price increases and power rate hikes, both multipliers that quickly translate to soaring prices of basic commodities and services, finds the necessity to financially assist the employees and officials of HLURB, to help them cope with the continuing rapid rise in the cost of living, approved the grant of social/economic amelioration assistance embodied in PRAISE Resolution No. 01-2012, Series of 2012;


**WHEREAS**, Rule XI, Section 2 of the Omnibus Civil Service Rules implementing Book V, Subtitle A of Executive Order No. 292, otherwise known as the Administrative Code of 1987, and CSC Memorandum Circular No. 17 S. 1989, underscores the responsibility of the heads of agencies to look after the welfare of employees; as well as to "maintain a healthy government workforce that can adequately meet the requirements of the service;" thereby clearly mandating a necessity to financially assist employees and officials of the HLURB to attain and maintain physical and mental fitness for a more productive and efficient service;


**WHEREAS**, Section 9 of Executive Order No. 648, Series of 1981, as amended by Executive Order No. 90, Series of 1986, authorizes this Board to directly utilize its income generated from fees, fines, charges and other collections in the performance of its functions to defray operating expenses and provide allowances for its personnel;

**WHEREFORE**, be it **RESOLVED** as it is hereby **RESOLVED, AFFIRMING** PRAISE Resolution no. 001, Series of 2012, approving the grant of social/economic amelioration assistance to all HLURB employees and officials chargeable against the 2012 service income of the HLURB.

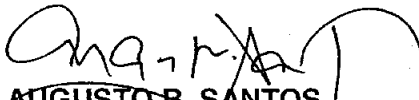
**RESOLVED, further to AUTHORIZE** the Executive Committee to determine the amount of the PRAISE social/economic amelioration assistance, subject to availability of funds and in accordance with existing accounting and auditing rules and regulations.

**APPROVED**, April 30, 2012, Pasay City.

  
**JEJOMAR C. BINAY**  
Vice-President of the Philippines  
And HUDCC Chairman

  
**JOSE VICENTE C. SALAZAR**  
Undersecretary, DOJ


  
**ANTONIO M. BERNARDO**  
Commissioner and  
Chief Executive Officer

  
**AUGUSTO B. SANTOS**  
Deputy Director-General, NEDA

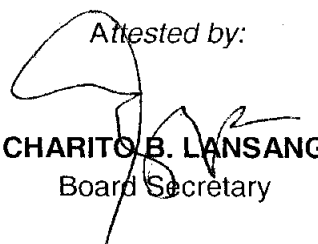
  
**RIA CORAZON A. GOLEZ-CABRERA**  
Commissioner

  
**JAIME A. PACANAN**  
Undersecretary, DPWH

  
**LUIS A. PAREDES**  
Commissioner

  
**AUSTERE A. PANADERO**  
Undersecretary, DILG

  
**LINDA L. MALENAB-HORNILLA**, MNSA  
Commissioner

Attested by:  
  
**CHARITO B. LANSANG**  
Board Secretary



Republic of the Philippines

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**HOUSING AND LAND USE REGULATORY BOARD**

**COMMITTEE ON PROGRAM OF AWARDS AND INCENTIVES  
FOR SERVICE EXCELLENCE (PRAISE)  
RESOLUTION NO. 01-2012**

**APPROVING THE GRANT OF SOCIAL/ECONOMIC  
AMELIORATION ASSISTANCE 2012**

**WHEREAS**, the Association of HLURB Employees for Advancement and Development on 20 April 2012 requested for the grant of economic assistance to HLURB employees to tide them through their present financial difficulties;

**WHEREAS**, the following adverse economic conditions are seriously hurting the living conditions of the HLURB employees –

- Tuition fee hike in 222 private colleges and universities as approved by the Commission on Higher Education;
- The rise in global food prices due to higher oil prices, adverse weather conditions, and Asia's strong demand for food imports as reported by the World Bank in its latest Food Price Watch;
- The 50-centavo provisional increase in jeepney fare in the first quarter of the year and the possibility of the bus and taxi to follow suit; and,
- The increase in power generation rates which will eventually be passed on to end consumers;

**WHEREAS**, the HLURB PRAISE Committee seeks to uplift the economic conditions of the HLURB employees and thereby encourage creativity, innovativeness, efficiency, integrity and productivity in the public service;

**WHEREAS**, Section 18, Article II of the 1987 Philippine Constitution states the government's mandate to protect the rights of workers and promote their welfare;


**WHEREAS**, Section 9 of Executive Order No. 648 vests authority to HLURB to directly utilize income generated from fees, fines, charges and other collections in the performance of its functions to provide allowances for its personnel;

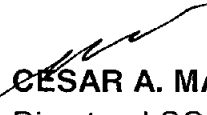
**WHEREFORE, THE HLURB PRAISE COMMITTEE** hereby **APPROVES** the grant of Social/Economic Amelioration Assistance to all HLURB employees and officials, the funding of which shall be charged against the service income of the Board and subject to the availability of funds and existing accounting and auditing rules and regulations.

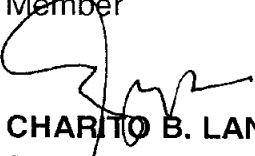
**APPROVED.** 26 April 2012, Quezon City.


  
**RIA CORAZON A. GOLEZ-CABRERA**  
Commissioner and  
Chairman


  
**LUIS ALVAREZ PAREDES**  
Commissioner and  
Committee Vice-Chairman


  
**ARTURO M. DUBLADO**  
Director, PPG/  
Member

  
**CESAR A. MANUEL**  
Director, LSG/  
Member

  
**CHARITO B. LANSANG**  
Board Secretary/  
Member

  
**MARIZEL B. CORREOS**  
Chief Accountant/  
Member

  
**LUALHATI C. FRANCISCO**  
Head, HRMD/  
Member

  
**MA. LORINA RIGOR**  
President, AHEAD



Republic of the Philippines

Office of the President

Housing and Urban Development Coordinating Council

**HOUSING AND LAND USE REGULATORY BOARD**

Memorandum Circular No. 08

Series of 2012 ( 21 May)

**TO : ALL CONCERNED**

**FROM : THE COMMISSIONER AND CHIEF EXECUTIVE OFFICER**

**SUBJECT : GUIDELINES TO GOVERN THE GRANT OF THE 2012 SOCIAL/ECONOMIC ASSISTANCE**

Attached is the Guidelines to Govern the Grant of the 2012 Social/Economic Assistance.

For your information and guidance.

**ANTONIO M. BERNARDO**



HLURB Document Tracking System

**GUIDELINES TO GOVERN THE GRANT OF THE  
2012 SOCIAL/ECONOMIC ASSISTANCE**

Pursuant to **PRAISE Committee Resolution No. 01, Series of 2012** and **Board Resolution No. 887 Series of 2012** approving the grant of Social/Economic Assistance (SEA) to all HLURB employees and officials, the following are the guidelines to implement the grant of assistance:

**Section 1. Amount of the Award.** The Social/Economic Assistance (SEA) shall be determined by the Executive Committee, chargeable against the 2012 service income of the HLURB, subject to availability of funds and existing auditing and accounting rules and regulations.

**Section 2. Coverage.** All employees and officials in the service as of April 30, 2012 and have rendered service at least a total or an aggregate of four (4) months of service shall be entitled to the maximum SEA.

Employees and officials in the service as of April 30, 2012 but have rendered less than the total or aggregate of four (4) months of service as of the same date shall be entitled to pro-rated SEA, as follows:

<b>Length of Service</b>	<b>Percentage of SEAA</b>
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

Provided, however, that any vacation leave without pay, including undertime without pay, shall be deducted in the computation of the total or aggregate four (4) months of service.

Employees and officials on official study leave and sick leave shall be entitled to SEA.

**Section 3. Employees and Officials Not Entitled.** The following employees and officials shall not be entitled to SEA:

- 3.1. Personnel who are under preventive suspension as of April 30, 2012.
- 3.2. Personnel who are found guilty as of April 30, 2012 by the Courts, the HLURB or any administrative bodies in administrative and/or criminal cases which relate to acts or omissions in connection with their official duties or functions

or have bearing in their conduct as government employees and meted penalties, provided that the penalty imposed is not mere reprimand.

- 3.3. Personnel who are on "absent without official leave" (AWOL) as of April 30, 2012.
- 3.4. Personnel who are no longer in the service as of April 30, 2012 due to retirement, resignation, separation or death.
- 3.5. Contractual employees who are agency-hired and those hired by the HLURB for special projects.

**Section 4. Undertaking by Employees.** All employees who are entitled to receive the SEA shall execute an undertaking to refund the full amount of the assistance should it be later disallowed by the Commission on Audit.