



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



**LABOR ADVISORY NO. 12**  
**Series of 2019**

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5 DEC 19 14:28

**Payment of Wages for the  
Special (Non-Working) Days on December 8, 24 & 31, 2019 and  
Regular Holidays on December 25 & 30, 2019**

Pursuant to Proclamation No. 555 issued by President Rodrigo Roa Duterte on August 15, 2018, the following rules for pay on regular holidays and special (non-working) days shall apply:

- 1. Special (Non-Working) Days on December 8 (Feast of the Immaculate Conception of Mary), 24 (Additional Special [Non-Working] Day), and 31 (Last Day of the Year), 2019**
  - 1.1 If the employee did not work, the "no work, no pay" principle shall apply unless there is a favorable company policy, practice or collective bargaining agreement (CBA) granting payment on a special day;
  - 1.2 For work done during the special day, he/she shall be paid an additional 30% of his/her basic wage on the first eight hours of work **[(Basic wage x 130%) + COLA]**;
  - 1.3 For work done in excess of eight hours (overtime work), he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic wage x 130% x 130% x number of hours worked)**;
  - 1.4 For work done during a special day that also falls on his/her rest day, he/she shall be paid an additional 50% of his/her basic wage on the first eight hours of work **[(Basic wage x 150%) + COLA]**; and
  - 1.5 For work done in excess of eight hours (overtime work) during the special day that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic wage x 150% x 130% x number of hours worked)**.

**2. Regular Holidays on December 25 (Christmas Day) and 30 (Rizal Day), 2019**

- 2.1 If the employee did not work, he/she shall be paid 100% of his/her wage for that day, subject to certain conditions under the implementing rules and regulations **[(Basic wage + COLA) x 100%]<sup>1</sup>**;
- 2.2 For work done during the regular holiday, the employee shall be paid 200% of his/her wage for that day for the first eight hours **[(Basic wage + COLA) x 200%]<sup>1</sup>**;
- 2.3 For work done in excess of eight hours (overtime work), he/she shall be paid an additional 30% of his/her hourly rate on said day **[Hourly rate of the basic wage x 200% x 130% x number of hours worked]**;
- 2.4 For work done during the regular holiday that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her basic wage of 200% **[(Basic wage + COLA) x 200%] + [30% (Basic wage x 200%)]**; and
- 2.5 For work done in excess of eight hours (overtime work) during the regular holiday that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic wage x 200% x 130% x 130% x number of hours worked)**.

Be guided accordingly.

05 December 2019

  
SILVESTRE H. BELLO III  
Secretary

Dept. of Labor & Employment  
Office of the Secretary



<sup>1</sup> Cost of Living Allowance (COLA) is included in the computation of holiday pay