



Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
Center for Health Development Davao Region  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
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May 2, 2023

**HOSPITAL MEMORANDUM**

No. 164 s. 2023

**TO : ALL CONCERNED PERSONNEL**

**SUBJECT : ADOPTION OF THE CIVIL SERVICE COMMISSION (CSC) IMPLEMENTING RULES AND REGULATIONS ON NIGHT SHIFT DIFFERENTIAL (NSD)**

Pursuant to the issuance of the Civil Service Commission (CSC) of the Implementing Rules and Regulations (IRR) of **Republic Act No. 11701 – An Act Granting Night Shift Differential Pay to Government Employees**, the following guidelines are hereby adopted:

1. These Rules shall apply to employees occupying positions/items from Division Chief and below, or their equivalent, regardless of the status of their appointment (permanent, temporary, coterminous, or casual), with official working hours that fall between 6 p.m. and 6 a.m. of the following day.
2. These Rules shall not be applicable to job order (JO) and contract of service (COS) workers, and others similarly situated, but they shall be covered by COA- DBM Joint Memorandum Circular No. 2, s. 2020, or other similar issuances governing JO and COS workers in the government.
3. The Hourly Basic Rate (HBR) shall be derived by dividing the basic monthly rate by twenty-two (22) working days, and dividing the quotient derived by eight (8) hours, hence,  
$$\text{Hourly Basic Rate (HBR)} = [(\text{basic monthly rate}/22 \text{ working days})] / 8 \text{ hours}$$
4. The Night-Shift Differential (NSD) pay is the compensation premium granted to covered employees for the hour/s of work performed between the hours of 6 p.m. and 6 a.m. of the following day. This benefit shall be in addition to regular salaries and other emoluments and shall not in any way diminish whatever benefits and allowances are presently enjoyed by employees.
5. When the schedule of working hours falls partly between 6 p.m. and 6 a.m., the night-shift differential pay shall be paid for the hour/s of work performed between 6 p.m. and 6:00 a.m. of the following day.
6. The rate of the Night-Shift Differential shall be 10% of Hourly Basic Rate. The amount shall be charged against the existing appropriations for the purpose.
7. The NSD rate may be increased, but not to exceed 20%, subject to availability of savings from Personnel Services (PS) funds within the year.

This Order shall retroactively take effect beginning March 1, 2023, and shall subsist until revoked, superseded, or amended accordingly.

For:   
**RICARDO B. AUDAN, MD, FPAFP**  
Medical Center Chief II