



MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 156

**AMENDING EXECUTIVE ORDER NO. 461 (S. 2005) AND ADJUSTING THE OVERSEAS, LIVING QUARTERS, REPRESENTATION, AND FAMILY ALLOWANCES OF FOREIGN SERVICE PERSONNEL**

**WHEREAS**, Section 63 of Republic Act (RA) No. 7157, otherwise known as the "Philippine Foreign Service Act of 1991," provided for the overseas, living quarters, representation, and family allowances, among others, of foreign service personnel;

**WHEREAS**, Section 64 of RA 7157 further provides that the President shall approve, upon recommendation of the Secretaries of Foreign Affairs and of Budget and Management, rates, indices, maximum allowable amounts, and policies on allowances which shall be applicable to all national government employees stationed abroad;

**WHEREAS**, Executive Order (EO) No. 461 (s. 2005) sets the present rates of overseas, living quarters, representation, and family allowances of foreign service personnel;

**WHEREAS**, a 10% increase in the overseas, living quarters and family allowances for 31 posts was authorized in 2008;

**WHEREAS**, significant economic changes raised the cost of living abroad; and

**WHEREAS**, it is necessary for the government to provide, within its financial capability, personnel assigned abroad with adequate means to enable them to represent the country with distinction and dignity.

**NOW THEREFORE, I, BENIGNO S. AQUINO III**, President of the Philippines, by virtue of the powers vested in me by law, do hereby approve the following rates, rules, and regulations in the payment of allowances to personnel of the National Government in the Foreign Service.

**SECTION 1. Base Rates of Overseas Allowance.** The annual base rates of Overseas Allowance provided under EO 461 for all Philippine government personnel stationed abroad are hereby amended as follows:

RANK	RATE IN US DOLLARS	
	FROM	TO
Chief of Mission I	69,599	83,519
Chief of Mission II	60,521	72,625
Career Minister	52,626	63,151
Foreign Service Officer I	45,762	54,914

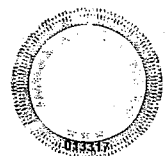


Office of the President of the Philippines



PNOY013317

THE PRESIDENT OF THE PHILIPPINES



RANK	RATE IN US DOLLARS	
	FROM	TO
Foreign Service Officer II	41,601	49,921
Foreign Service Officer III	37,819	45,383
Foreign Service Officer IV	34,382	41,258
Foreign Service Staff Officer I	34,382	41,258
Foreign Service Staff Officer II	32,744	39,293
Foreign Service Staff Officer III	31,185	37,422
Foreign Service Staff Officer IV	29,700	35,640
Foreign Service Staff Employee I	27,000	32,400
Foreign Service Staff Employee II	25,714	30,857
Foreign Service Staff Employee III	24,490	29,388

**Section 2. Indices of Overseas Allowance.** The Overseas Allowance indices provided under EO 461 are hereby revised and the newly proposed posts are also given an index as follows:

COUNTRY/POST	INDEX	
	FROM	TO
Argentina – Buenos Aires	82	83
Australia – Canberra	90	103
Australia – Sydney	90	103
Austria – Vienna	96	100
Bahrain – Manama	91	90
Bangladesh – Dhaka	77	85
Belgium – Brussels	94	100
Brazil – Brasilia	82	96
Brunei – Bandar Seri Begawan	75	86
Cambodia – Phnom Penh	75	83
Canada – Ottawa	91	91
Canada – Toronto	93	95
Canada – Vancouver	91	93
Chile – Santiago	82	89
China – Beijing	89	96
China – Chongqing	--	95
China – Guangzhou	89	95
China – Hong Kong	100	100
China – Macau	--	96
China – Shanghai	89	96
China – Xiamen	89	91
Czech Republic – Prague	90	88
Egypt – Cairo	76	84
France – Paris	98	102
Germany – Berlin	98	94
Greece – Athens	89	88
Hungary – Budapest	92	88
India – New Delhi	79	85
Indonesia – Jakarta	81	88
Indonesia – Manado	70	70
Iran – Tehran	83	80
Iraq – Baghdad	84	92
Israel – Tel Aviv	90	91



COUNTRY/POST	INDEX	
	FROM	TO
Italy – Milan	96	99
Italy – Rome	96	99
Japan – Osaka	128	123
Japan – Tokyo	128	123
Jordan – Amman	77	88
Kenya – Nairobi	78	86
Kuwait – Kuwait	81	88
Laos – Vientiane	80	91
Lebanon – Beirut	90	92
Libya – Tripoli	82	81
Malaysia – Kuala Lumpur	75	86
Mexico – Mexico City	85	93
Myanmar – Yangon	83	91
Netherlands – The Hague	93	95
New Zealand – Wellington	90	105
Nigeria – Abuja	93	102
Norway – Oslo	105	113
Oman – Muscat	81	86
Pakistan – Islamabad	80	85
Papua New Guinea – Port Moresby	88	98
Poland – Warsaw	85	86
Portugal – Lisbon	87	94
Qatar – Doha	79	90
Russia – Moscow	95	110
Saudi Arabia – Jeddah	86	85
Saudi Arabia – Riyadh	86	90
Singapore – Singapore	80	93
South Africa – Pretoria	92	85
South Korea – Seoul	107	98
Spain – Madrid	94	93
Switzerland – Berne	107	103
Switzerland – Geneva	107	114
Syria – Damascus	--	89
Thailand – Bangkok	77	89
Timor Leste – Dili	89	94
Turkey – Ankara	86	94
United Arab Emirates – Abu Dhabi	86	94
United Arab Emirates – Dubai	86	90
United Kingdom – London	100	105
United States of America – Agana	100	102
United States of America – Chicago	100	98
United States of America – Honolulu	100	102
United States of America – Los Angeles	100	95
United States of America – New York	100	100
United States of America – San Francisco	100	98
United States of America – Washington D.C.	100	94
Vatican – Holy See	96	99
Vietnam – Hanoi	79	83



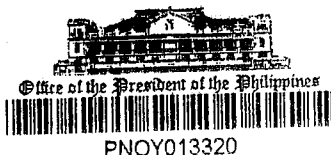
**SECTION 3. Rules Governing Overseas Allowance.** The following are the rules governing the grant of Overseas Allowance:

- a. The grant of Overseas Allowance shall be in accordance with the provisions of Section 66 of RA 7157;
- b. Husband and wife who are assigned in the same post shall be entitled to separate Overseas Allowances corresponding to their respective ranks;
- c. In instances where the adjusted amount of Overseas Allowance is lower than the amount currently received, the new rate and index shall be applied prospectively. The personnel concerned shall continue to receive their present Overseas Allowance for the duration of the tour of duty at the post;
- d. Hardship posts, as may be determined by the Secretary of Foreign Affairs, shall receive an additional five percent (5%) increase in their Overseas Allowance to meet other expenses brought about by dangerous, unhealthy, or excessively adverse living conditions prevailing at post, subject to the availability of funds; and
- e. Foreign Service personnel assigned abroad who are detailed to another post shall, for the duration of the detail, be entitled to the Overseas Allowance index of the post where they are temporarily assigned.

**SECTION 4. Base Rates of Living Quarters Allowance.** The annual base rates of Living Quarters Allowance provided under EO 461 for all Philippine government personnel stationed abroad are hereby amended as follows:

RANK	RATE IN US DOLLARS			
	WITH FAMILY		WITHOUT FAMILY	
	FROM	TO	FROM	TO
Chief of Mission I	42,871	60,134	35,041	50,112
Chief of Mission II	35,723	52,286	29,199	43,574
Career Minister	31,064	45,475	25,394	37,894
Foreign Service Officer I	28,244	39,542	23,080	32,947
Foreign Service Officer II	25,674	35,942	20,986	29,952
Foreign Service Officer III	23,341	32,674	19,079	27,230
Foreign Service Officer IV	21,218	29,707	17,342	24,754
Foreign Service Staff Officer I	21,218	29,707	17,342	24,754
Foreign Service Staff Officer II	19,288	28,282	16,518	23,573
Foreign Service Staff Officer III	18,371	26,942	15,731	22,457
Foreign Service Staff Officer IV	17,496	25,661	14,980	21,384
Foreign Service Staff Employee I	15,868	23,328	13,588	19,440
Foreign Service Staff Employee II	15,868	23,328	13,588	19,440
Foreign Service Staff Employee III	15,868	23,328	13,588	19,440

**SECTION 5. Indices of Living Quarters Allowance.** The Living Quarters Allowance indices provided under EO 461 are hereby revised and the newly opened posts are each given an index as follows:



COUNTRY/POST	INDEX	
	FROM	TO
Argentina – Buenos Aires	90	75
Australia – Canberra	97	85
Australia – Sydney	100	87
Austria – Vienna	130	107
Bahrain – Manama	100	82
Bangladesh – Dhaka	65	61
Belgium – Brussels	130	107
Brazil – Brasilia	110	91
Brunei – Bandar Seri Begawan	95	75
Cambodia – Phnom Penh	90	73
Canada – Ottawa	102	85
Canada – Toronto	102	87
Canada – Vancouver	102	87
Chile – Santiago	90	75
China – Beijing	95	85
China – Chongqing	--	85
China – Guangzhou	100	85
China – Hong Kong	115	102
China – Macau	--	90
China – Shanghai	100	93
China – Xiamen	95	75
Czech Republic – Prague	130	107
Egypt – Cairo	95	77
France – Paris	130	107
Germany – Berlin	130	107
Greece – Athens	130	107
Hungary – Budapest	130	107
India – New Delhi	70	65
Indonesia – Jakarta	95	78
Indonesia – Manado	70	55
Iran – Tehran	95	77
Iraq – Baghdad	100	80
Israel – Tel Aviv	125	98
Italy – Milan	130	107
Italy – Rome	130	107
Japan – Osaka	150	124
Japan – Tokyo	150	128
Jordan – Amman	100	80
Kenya – Nairobi	90	74
Kuwait – Kuwait	100	82
Laos – Vientiane	70	65
Lebanon – Beirut	125	98
Libya – Tripoli	100	79
Malaysia – Kuala Lumpur	90	75
Mexico – Mexico	115	90
Myanmar – Yangon	70	66
Netherlands – The Hague	130	107
New Zealand – Wellington	115	95
Nigeria – Abuja	90	82
Norway – Oslo	130	107



COUNTRY/POST	INDEX	
	FROM	TO
Oman – Muscat	100	80
Pakistan – Islamabad	70	64
Papua New Guinea – Port Moresby	115	101
Poland – Warsaw	130	103
Portugal – Lisbon	130	103
Qatar – Doha	100	86
Russia – Moscow	130	107
Saudi Arabia – Jeddah	100	80
Saudi Arabia – Riyadh	100	82
Singapore – Singapore	100	92
South Africa – Pretoria	100	79
South Korea – Seoul	125	102
Spain – Madrid	130	107
Switzerland – Berne	130	107
Switzerland – Geneva	130	109
Syria – Damascus	--	98
Thailand – Bangkok	95	80
Timor Leste – Dili	100	83
Turkey – Ankara	110	91
United Arab Emirates – Abu Dhabi	100	88
United Arab Emirates – Dubai	100	90
United Kingdom – London	130	107
United States of America – Agana	100	95
United States of America – Chicago	100	98
United States of America – Honolulu	110	98
United States of America – Los Angeles	100	95
United States of America – New York	100	100
United States of America – San Francisco	100	98
United States of America – Washington DC	100	90
Vatican – Holy See	130	107
Vietnam – Hanoi	70	63

**SECTION 6. Rules Governing Living Quarters Allowance.** The following are the rules governing the grant of Living Quarters Allowance:

- a. The grant of Living Quarters Allowance shall be in accordance with the provisions of Section 65 of RA 7157;
- b. In instances where the adjusted amount of Living Quarters Allowance is lower than the amount currently received, the new rate and index shall be applied prospectively. The personnel concerned shall continue to receive their present Living Quarters Allowance for the duration of the tour of duty at the post;
- c. For purposes of this allowance, personnel who are living at post of assignment with the spouse or at least one (1) qualified dependent child who is not over 18 years of age shall be considered with family;
- d. Unmarried children who are mentally or physically handicapped as attested to by a medical certificate, incapable of supporting themselves,

and living with the officer or employee abroad, shall be considered for this purpose, regardless of age, as dependents;

- e. Payment of the allowance shall be made strictly on the basis of actual status at the post;
- f. Those whose dependents have temporarily left their residence at post shall retain their "with family" status; provided, that for the duration of their absence, the personnel concerned shall not move to a cheaper or smaller lodging; provided, further, that their absence at any one time shall not exceed three (3) months; provided, finally, that the dependents have not established residence elsewhere. Gainful employment outside of post is an indication of having changed residence;
- g. In the case of husband and wife who are both assigned in one (1) post, only the spouse with the higher rank shall be entitled to the Living Quarters Allowance while the other spouse shall be considered as dependent for purposes of family status;
- h. Section 6 (g) above also applies to husband and wife who are assigned to two (2) different posts, as follows:
  - i. Philippine Embassy Jakarta and the Philippine Mission to ASEAN Jakarta;
  - ii. Philippine Consulate General New York and the Philippine Mission to the United Nations New York;
  - iii. Philippine Embassy Rome and the Philippine Embassy Vatican;
  - iv. Philippine Mission to the United Nations and Other International Organizations Geneva and the Philippine Permanent Mission to the World Trade Organization Geneva; and
  - v. All other similar posts that may subsequently be opened.
- i. In cases where two (2) or more foreign service personnel are constrained to rent one (1) apartment or housing unit jointly, due to acute housing shortage, prohibitive rental cost, or other circumstances, the claimants shall be entitled to their respective allowances; provided, that the Head of Post shall certify in the claim voucher that their individual allowance is insufficient to cover the rental of one (1) apartment or housing unit at the post;
- j. In posts where there is a standard practice among landlords to require advance rental or deposit equivalent to at least six (6) months to one (1) year rental of unit, advance payment of the Living Quarters Allowance sufficient to cover the required amount may be authorized; provided, that the advance rental shall be paid directly to the landlord by the post; provided, further, that, the claimant shall submit to the Home Office a copy of the pertinent contract of lease duly certified by the Head of Post which should invariably contain a diplomatic clause; provided, finally, that,

in case of recall, reassignment, or for any other reason, the unexpired portion of the amount paid shall be duly refunded to the post, subject however to the condition that in case of force majeure whereby the unexpired portion is not refunded, the claimant shall not be held accountable;

- k. In places where the new lessees are invariably required at the outset to pay key money for goodwill and in places where lessees are required by the host government, or by customary business practice, to rent a house or apartment unit through an agent and pay the corresponding real estate agent's fee or commission upon signing of the lease contract, payment of the above may be authorized, chargeable against the account of the Department concerned; provided, that the Head of Post shall certify in the pertinent cash voucher that such payments are required by the host government or customary at the post and not refunded by the owner to the lessee; provided, further, that any key money and/or real estate agent's fee or commission that may be required upon renewal of the lease contract shall likewise be chargeable against the account of the Department concerned;
- l. In lieu of commutable Living Quarters Allowance, payment of actual rental of quarters occupied by the Head of Post may be authorized, subject to the availability of funds and as may be warranted by the housing situation in the post of assignment;
- m. Payment of utilities shall be in accordance with regulations as may be prescribed by the Secretary of Foreign Affairs;
- n. The grant of Living Quarters Allowance is intended to accord foreign service personnel proper representation in the host country and not to augment salary;
- o. In every case, the use of the allowance shall be in accordance with the purpose for which it has been authorized by law; and
- p. In all cases, the grant of commutable Living Quarters Allowance to all foreign service personnel, or its authorized equivalent such as, but not limited to, payment of actual rental of quarters and utilities, shall be subject to regulations as may be prescribed by the Secretary of Foreign Affairs, provided that the allowance shall not exceed the rates authorized herein.

#### **SECTION 7. Classification of Posts for the Representation Allowance.**

Philippine foreign service posts are categorized into high, medium and low cost posts, as follows:

- a. **High Cost Posts.** High Cost Posts have an Overseas Allowance index of 98 and above;
- b. **Medium Cost Posts.** Medium Cost Posts have an Overseas Allowance index of 90 to 97; and





- c. **Low Cost Posts.** Low Cost Posts have an Overseas Allowance index of 89 and below.

**SECTION 8. Rates of Representation Allowance.** The Representation Allowance per annum shall be granted in accordance with the provisions of Section 70 of RA 7157, as follows:

	RATE IN US DOLLARS	
	FROM	TO
<b>a. HIGH COST POSTS</b>		
Chief of Mission (not Head of Post)	6,000	7,200
Career Minister	4,500	5,400
Foreign Service Officer I	3,600	4,320
Foreign Service Officer II	2,700	3,240
Foreign Service Officer III	1,800	2,160
Foreign Service Officer IV	1,800	2,160
Foreign Service Staff Officer I	1,440	1,728
Others duly authorized by the Secretary	1,440	1,728
<b>b. MEDIUM COST POSTS</b>		
Chief of Mission (not Head of Post)	3,600	4,320
Career Minister	3,600	4,320
Foreign Service Officer I	2,880	3,456
Foreign Service Officer II	2,160	2,592
Foreign Service Officer III	1,440	1,728
Foreign Service Officer IV	1,440	1,728
Foreign Service Staff Officer I	1,080	1,296
Others duly authorized by the Secretary	1,080	1,296
<b>c. LOW COST POSTS</b>		
Chief of Mission (not Head of Post)	2,700	3,240
Career Minister	2,700	3,240
Foreign Service Officer I	2,100	2,520
Foreign Service Officer II	1,620	1,944
Foreign Service Officer III	1,080	1,296
Foreign Service Officer IV	1,080	1,296
Foreign Service Staff Officer I	900	1,080
Others duly authorized by the Secretary	900	1,080

In instances where the adjusted amount of Representation Allowance is lower than the amount currently received, the new rate and index shall be applied prospectively. The personnel concerned shall continue to receive their present rate of Representation Allowance for the duration of the tour of duty at the post.

**SECTION 9. Family Allowance.** The following are the rules governing the grant of Family Allowance:

- a. Officers or employees, except foreign, casual, or contractual employees, assigned abroad and whose families reside with them at the post of assignment, are entitled to commutable family allowance, as follows:
- i. US \$ 250.00 monthly for the unemployed dependent spouse; and



- ii. US \$ 150.00 monthly for each dependent child not exceeding three (3) in number.
- b. For this purpose, a dependent child shall mean legitimate, illegitimate, legitimated, or legally adopted child who is not over eighteen (18) years, unmarried, not gainfully employed, and living with the officer or employee at the post of assignment.
- c. Unmarried children, regardless of age, who are mentally or physically handicapped as attested by a medical certificate, incapable of supporting themselves, and living with the officer or employee abroad, shall be considered, for this purpose, as dependents.
- d. Subject to the prior approval of the Department Head concerned, full Family Allowance may be paid to claimants whose dependent does not live with them at the post of assignment under any of the following circumstances:
  - i. They are compelled to live alone due to dangerous, notably unhealthy or excessively adverse living conditions, or by any other unavoidable circumstances like lack of appropriate/reasonable educational facilities for their children; or
  - ii. For the convenience of the Government, they must live alone without any or all the members of his/her family at the post of assignment.

All other meritorious cases may be considered by the Department Head as the circumstances and the exigencies of the Service may warrant.

**SECTION 10. Mode of Payment.** Effective upon full implementation of this Order, payment of the foregoing allowances may be made either in US dollars or in the local currency computed at the prevailing market rate.

**SECTION 11. Adjustment of Rates.** The allowances covered herein may be comprehensively reviewed and adjusted every two (2) years by the Secretaries of Foreign Affairs and Budget and Management, upon approval by the President, to respond to substantial changes in the economic climate, subject to availability of funds.

In dire economic situations, such as sudden foreign exchange fluctuations and a surge in inflation rates, stop-gap adjustments may be recommended by the Secretaries of Foreign Affairs and Budget and Management, on a per post basis, for approval of the President, subject to the availability of funds.

In case of a newly opened post which is not included in this Order, the rates/indices/classification of the nearest post in terms of economic conditions thereat shall apply, pending Executive approval of an appropriate index for the post.

**SECTION 12. Tax Exemption.** All allowances, per diems, benefits received by officers and employees in consideration of their services while on assignment abroad, except their basic salaries, shall be exempt from Philippine income tax.



**SECTION 13. Funding.** For the initial year of implementation, the amount needed to cover the foregoing adjustments in the allowances of foreign service personnel stationed abroad shall be taken from agency savings and/or the Miscellaneous Personnel Benefits Fund (MPBF). Thereafter, such amounts as may be necessary shall be incorporated in the budget of the Department or the agency concerned.

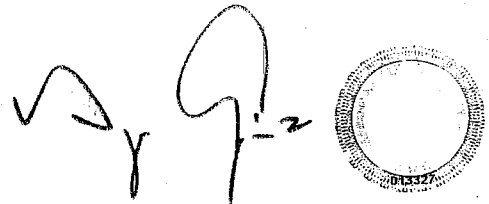
**SECTION 14. Implementing Rules and Regulations (IRR).** The Secretary of Foreign Affairs shall issue the IRR for the implementation of this Order.

**SECTION 15. Repeal.** This Order supersedes EO 461. All other issuances, orders, rules and regulations, or parts thereof, which are inconsistent with this Order are hereby repealed, amended or modified accordingly.

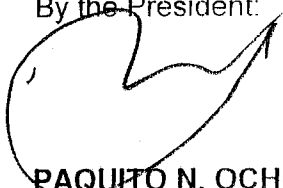
**SECTION 16. Separability Clause.** If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**SECTION 17. Effectivity.** This Order shall take effect upon publication in a newspaper of general circulation. Starting 01 July 2013, the allowances covered under this Order shall be computed using the rates prescribed herein.

**DONE** in the City of Manila this 23rd day of December in the year of our Lord, Two Thousand and Thirteen.

A handwritten signature in black ink is written over a circular embossed stamp. The stamp contains the number 013327.

By the President:

A large, stylized handwritten signature in black ink.

**PAQUITO N. OCHOA, JR.**  
*Executive Secretary*

