AREA II

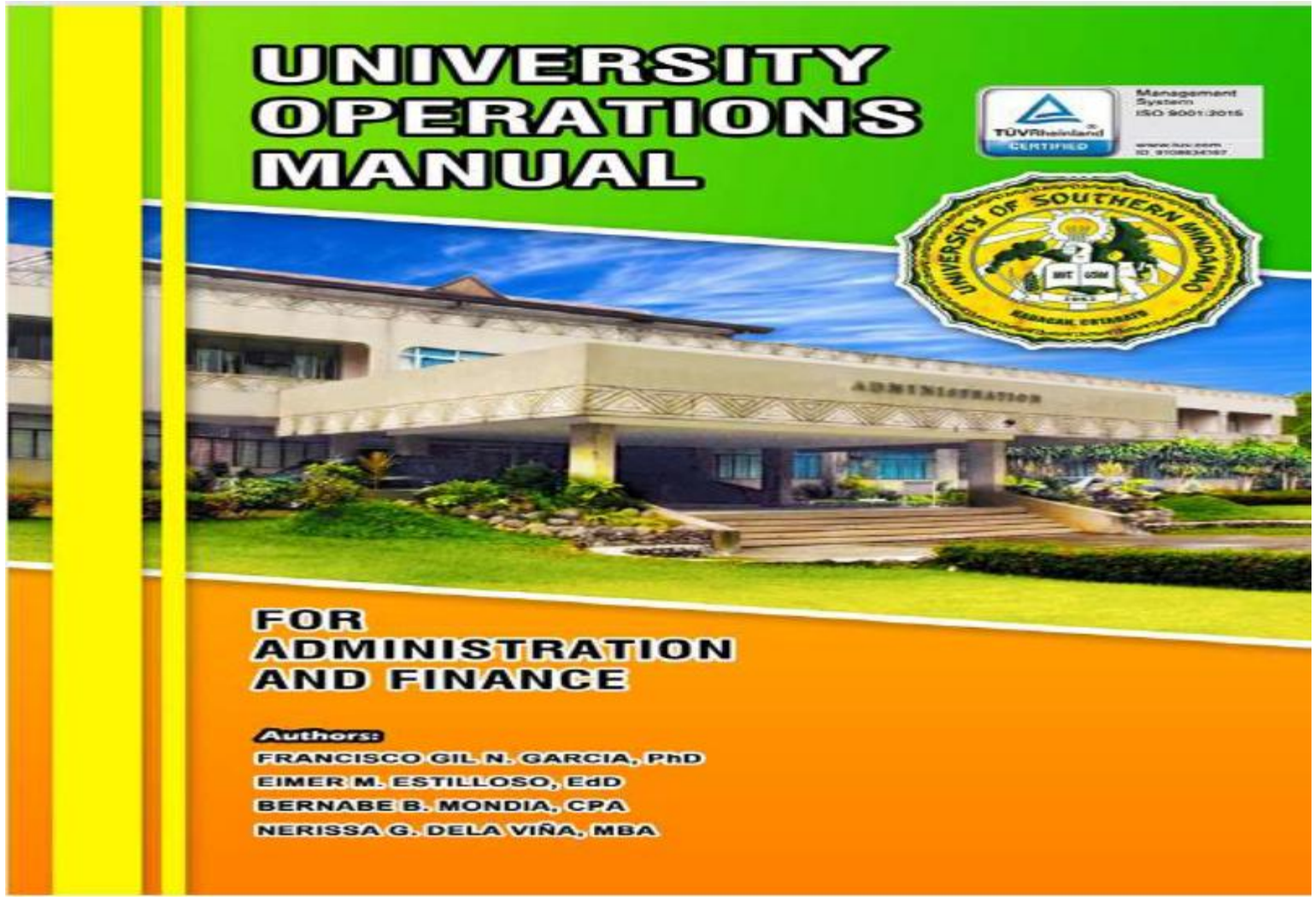
FACULTY

PARAMETER G:

SALARIES, FRINGE BENEFITS, INCENTIVES

I.1.8

I.1.8 fringe benefits anniversary bonus



Remuneration refers to the total compensation received by an employee, which includes but is not limited to the person's base salary, bonuses, benefits, and other forms of compensation.

Repair refers to the action of fixing or mending something.

Repeat Order is a method of procurement of Goods from the previous winning bidder.

Scholarship is an award of financial aid for a student to further education.

Server refers to a computer program or a device that provides functionality for other programs or devices called "clients".

Shopping is a method of procurement of Goods whereby the Procuring Entity simply request for the submission of price quotations for readily available good(s)/equipment(s) to be procured directly from suppliers of known qualification.

Small Value Procurement is a procurement of Goods, Infrastructure Projects and Consulting Services, where the amount involved does not exceed the threshold prescribed in the IRR of RA 9184.

Software refers to the part of a computer system that consists of encoded information or computer instructions, in contrast to the physical hardware from which the system is built.

Storekeeper refers to personnel engaged in the receipt, control and issuance of supplies and equipment.

CHAPTER 2

ADMINISTRATIVE AND FINANCIAL SERVICE PROCESSES

Finance Division

Budget Unit

a. Certification of Allotment Availability for Remuneration of all Services Rendered

Person in-charge	Process Flow	Procedure Details
Fund-in-charge	Start → Receiving	-The Fund In-Charge received documents from the Records Section.
Fund-in-charge	Checking	-The Fund In-Charge checks if the attached Job Order (JO) and Contract of Service (COS) are duly signed, for recommendation by the head of unit/project leader.
Fund-in-charge	Budget Available? → No: Records Section / Yes: Verification	-The attached endorsement from the Director of Human Resource Management Office (HRMO) shall be checked for the authority of the request. If the JO is properly endorsed both by the head of unit/project leader and the Director of HRMO, verification of allotment from the Registry of Allotment and Obligations shall be done by the Fund In-Charge as per General Appropriations Act (GAA)/Program of Receipts and Expenditures (PRE) for appropriate disposition of financial transaction.
Budget Officer	Certification	-The Budget Officer shall attach a Certification of Allotment Availability, duly signed, before proceeding with the request of services of a Job Order.
Fund-in-charge	Forward to Accounting Section → End	-The Fund In-Charge shall forward the documents to the accounting office.

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

OFFICIAL RELEASE

BUDGET CIRCULAR

No. 2016 - 4
April 28, 2016

TO : **All Heads of Departments, Agencies, State Universities and Colleges (SUCs) and other Offices of the National Government, Including Commissions/Offices under the Constitutional Fiscal Autonomy Group (CFAG), Government-Owned or -Controlled Corporations (GOCCs); Heads of Local Government Units (LGUs); and All Others Concerned**

SUBJECT : **Updated Rules and Regulations on the Grant of the Year-End Bonus and Cash Gift for FY 2016 and Years Thereafter**

1.0 Background

1.1 Executive Order (EO) No. 201, s. 2016, entitled "*Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel*," provided for the adoption of a compensation adjustment strategy that will ensure that the government compensation structure is comparable with the prevailing rates in the private sector, thereby attracting and retaining competent and committed civil servants.

1.2 The compensation adjustment strategy includes the following:

1.2.1 Increase in the basic salary of civilian personnel;

1.2.2 Grant of new and increased rates of certain allowances for the military and uniformed personnel;

1.2.3 Grant of a Mid-Year Bonus equivalent to one-month basic salary not earlier than May 15 of every year, as an additional benefit; and

1.2.4 Enhancement of the existing Performance-Based Bonus.

1.3 EO No. 201 likewise provides that the existing Year-End Bonus and Cash Gift shall be given in November of every year.

2.0 Purpose

This Circular is being issued to consolidate and update the policy and procedural guidelines on the grant of the Year-End Bonus and Cash Gift to government personnel for FY 2016 and the years thereafter pursuant to Republic Act (RA) No. 6686[1], as amended by RA No. 8441[2], Congress Joint Resolution No. 4, s. 2009[3], and EO No. 201, s. 2016.

3.0 Coverage

This Circular shall apply to the following positions and personnel:

3.1 All positions for civilian personnel whether regular, contractual, or casual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in the Executive, Legislative and Judicial Branches, the Constitutional Commissions and other Constitutional Offices, SUCs, and GOCCs covered by the Compensation and Position Classification System (CPCS) under RA No. 6758, as amended by Senate and House of Representatives Joint Resolutions No. 1, series of 1994 and No. 4, series of 2009; and in LGUs; and

3.2 Military personnel of the Armed Forces of the Philippines under the Department of National Defense and uniformed personnel of the Philippine National Police, Philippine Public Safety College, Bureau of Fire Protection, and Bureau of Jail Management and Penology of the Department of the Interior and Local Government; Philippine Coast Guard of the Department of Transportation and Communications; and National Mapping and Resource Information Authority of the Department of Environment and Natural Resources.

4.0 Exclusions

The following are excluded from the coverage of this Circular:

4.1 Government personnel from agencies, including GOCCs, that are exempted from RA No. 6758, as amended, as expressly provided in their respective enabling law or charter, and are actually implementing their respective CPCS approved by the President of the Philippines;

4.2 Government personnel from GOCCs covered by the CPCS established by the Governance Commission for GOCCs and approved by the President of the Philippines pursuant to RA No. 10149; and

4.3 Those hired without employer-employee relationships and funded from non-Personnel Services appropriations/budgets. Said individuals may include, but not limited to, the following:

[1] An Act Authorizing Annual Christmas Bonus to all National and Local Government Officials and Employees Starting CY 1988
[2] An Act Increasing the Cash Gift to Five Thousand Pesos (P5,000.00), Amending for the Purpose Certain Sections of Republic Act Numbered Six Thousand Six Hundred Eighty-Six, and for Other Purposes
[3] Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes

4.3.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;

4.3.2 Laborers hired through job contracts (*pakyaw*) and those paid on piecework basis;

4.3.3 Student laborers and apprentices; and

4.3.4 Individuals and groups of people whose services are engaged through job orders, contract of services, or others similarly situated.

5.0 Definition of Terms

For purposes of this Circular, the succeeding terms used herein shall have the following meanings:

5.1 ***Monthly basic pay*** shall refer to the monthly salary for civilian personnel, including contractual personnel; the total daily wages for the twenty-two (22) working days a month for casual personnel (equal to the monthly salary of a regular personnel); the monthly base pay for the military and uniformed personnel; and the monthly honoraria for *barangay* officials and employees.

5.2 The ***total or aggregate service*** required from government personnel for the purpose of the grant of Year-End Bonus and Cash Gift shall include all actual services rendered while occupying a regular, contractual, or casual position in the national and/or local government, including leaves of absence with pay.

6.0 Guidelines on the Grant of Year-End Bonus and Cash Gift

6.1 The **Year-End Bonus** equivalent to one (1) month basic pay as of October 31 and **Cash Gift** of **₱5,000** shall be given to entitled government personnel **not earlier than November 15** of the current year, subject to the following conditions:

6.1.1 Personnel has rendered at least a total or an aggregate of four (4) months of service from January 1 to October 31 of the current year; and

6.1.2 Personnel remains to be in the government service as of October 31 of the same year.

6.2 Those who have rendered at least a total or an aggregate of four (4) months of service from January 1 of the current year but who have retired or separated from government service before October 31 of the same year shall be granted within the month of retirement or separation, a prorated share of the: a) Year-End Bonus based on the monthly basic pay immediately preceding the date of retirement or separation; and b) Cash Gift of ₱5,000, as follows:

Length of Service	Percentage of the Year-End Bonus and Cash Gift
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

6.3 Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to October 31 of the current year and are still in government service as of October 31 of the same year, shall be entitled solely to a pro-rated Cash Gift pursuant to Section 2 of RA No. 8441, as follows:

Length of Service	Percentage of ₱5,000	Corresponding Amount
3 months but less than 4 months	40%	₱2,000
2 months but less than 3 months	30%	1,500
1 month but less than 2 months	20%	1,000
Less than one month	10%	500

6.4 The Year-End Bonus and Cash Gift of personnel hired on part-time service in one or more agencies shall be in direct proportion to the number of hours/days of part-time services rendered.

6.5 The Year-End Bonus and Cash Gift of personnel on detail with another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency.

6.6 The Year-End Bonus and Cash Gift of personnel transferred from one agency to another shall be paid by the new agency.

6.7 A compulsory retiree, whose services have been extended, may be granted Year-End Bonus and Cash Gift, subject to pertinent provisions of this Circular.

6.8 Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Year-End Bonus and Cash Gift until found guilty by final and executory judgment, provided that:

6.8.1 Those found guilty shall not be entitled to Year-End Bonus and Cash Gift in the year of finality of the decision. The personnel shall refund the Year-End Bonus and Cash Gift received for that year.

6.8.2 If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Year-End Bonus and Cash Gift.

7.0 Year-End Bonus and Cash Gift of Barangay Personnel

7.1 As determined by the respective *sanggunian*, elective or appointive *barangay* officials or employees who have rendered at least a total or an aggregate of four (4) months of service from January 1 of the current year and who are still in the service as of October 31 of the same year, may be entitled to the Year-End Bonus equivalent to one (1) month Honorarium received as of October 31 and Cash Gift of ₱5,000.

7.2 Those who have rendered a total or an aggregate of four (4) months of service from January 1 of the current year but who have retired or separated from government service before October 31 of the same year may be entitled to a proportionate share of the Year-End Bonus and Cash Gift, consistent with Item 6.2 of this Circular.

7.3 A pro-rated Cash Gift may also be granted to personnel who have rendered a total or an aggregate of less than four (4) months of service from January 1 to October 31 of the current year and are still in government service as of October 31 of the same year, pursuant to Item 6.3 hereof.

7.4 A salaried *barangay* employee may be granted Year-End Bonus and Cash Gift, subject to the conditions provided in this Circular.

8.0 Fund Source

8.1 For national government agencies (NGAs), the Year-End Bonus and Cash Gift for personnel occupying regular positions shall be charged against agency appropriations in the annual General Appropriations Act (GAA). For FY 2016, funds for this purpose were released to the agencies pursuant to National Budget Circular (NBC) No. 561 dated January 4, 2016.

Any deficiency as a result of the salary adjustment under EO No. 201 shall be charged against the Miscellaneous Personnel Benefits Fund (MPBF).

8.2 The amounts required for the grant of Year-End Bonus and Cash Gift to casual and contractual personnel in the NGAs shall be charged against agency lump sum appropriations in the annual GAA.

8.3 For covered GOCCs, said benefits shall be charged against their respective approved corporate operating budgets.

8.4 For LGUs, said benefits shall be charged against their respective local government funds, subject to the Personnel Services (PS) limitation in the LGU budgets pursuant to Sections 325(a) and 331(b) of RA No. 7160 or the Local Government Code of 1991.

8.5 Enforcement of said PS limitation shall be waived insofar as the minimum Year-End Bonus of ₱1,000 for the *punong barangay* and ₱600 for the other mandatory *barangay* officials, and their Cash Gifts are concerned.

9.0 Release of Funds

9.1 For FY 2016, the Department of Budget and Management (DBM) shall release to the agencies concerned the Special Allotment Release Order (SARO) to cover the funding deficiency as a result of the adjustments in salary under EO No. 201, chargeable against the MPBF.

9.2 The SARO shall be released directly to the operating units of the agencies concerned based on data from the Government Manpower Information System as of October 31 of the given year.

9.3 The DBM shall likewise issue additional Notices of Cash Allocation (NCAs) for any deficiency as a result of the salary adjustment under EO No. 201 to cover the total requirements for the Year-End Bonus and Cash Gift of agency personnel, subject to the provisions of NBC No. 561 on the release of funds.

10.0 Responsibility of Agencies

Agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions of this Circular, without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

11.0 Resolution of Cases

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

12.0 Effectivity

This Circular shall take effect immediately.

FLORENCIO B. ABAD
Secretary

USM DATA TRACKING SYSTEM

