

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

December 15, 1982

MECS O R D E R
No. 51, s. 1982

YEAR-END BONUS OF NATIONAL GOVERNMENT
OFFICIALS AND EMPLOYEES

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational Superintendents/Administrators

1. Inclosed is a copy of National Budget Circular No. 23 dated December 6, 1982 on the subject "Year-End Bonus of National Government Officials and Employees," which is self-explanatory.
2. Please be guided accordingly.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:
As stated

Reference:
MEC Order: No. 64, s. 1981

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
EMPLOYEES
OFFICIALS
RULES & REGULATIONS

(Inclosure to MECS Order No. 51, s. 1982)

Republic of the Philippines
OFFICE OF BUDGET AND MANAGEMENT
Malacañang, Manila

NATIONAL COMPENSATION CIRCULAR No. 23
December 6, 1982

TO : HEADS OF MINISTRIES, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL GOVERNMENT, HEADS OF STATE UNIVERSITIES AND COLLEGES AND ALL OTHERS CONCERNED

SUBJECT: YEAR-END BONUS OF NATIONAL GOVERNMENT OFFICIALS AND EMPLOYEES

1.0 Purpose

This Circular is being issued in compliance with the President's instruction to grant a year-end bonus equivalent to one-week's basic pay to officials and employees of the National Government in recognition of their dedication to government service.

2.0 Coverage

2.1 All officials and employees of the National Government whether permanent, temporary, emergency or casual or contractual, whether employee is on full-time or part-time basis, including positions whose salaries are fixed in the Constitution, Minister or equivalent, the Judiciary, uniformed and civilian personnel of the Armed Forces of the Philippines and the Integrated National Police and employees of state universities and colleges.

3.0 Exemption

3.1 Employees and officials already with additional compensation and/or a year-end bonus or incentive pay or equivalent beyond their basic pay and duly authorized monthly allowance shall no longer be entitled to this year-end bonus to preclude the double grant of the same or similar benefits.

3.1.1 The term additional compensation does not include the duly authorized monthly compensation benefits such as transportation/representation allowances authorized in Section 34 General Provisions, BP Blg. 131, monthly incentive allowances/pay authorized for critical agencies/occupational groups/classes of positions; cost of living allowances and other inflation-connected allowances; subsistence/quarters/laundry allowance; hazardous duty pay and other similar allowances.

3.2 An employee who is retired or resigned from the government service effective on or before November 30, 1982 even if he had rendered at least 3 mos./90 calendar days of active service in the government from January 1, 1982 to November 30, 1982 (a retired or resigned employee is considered separated from the government service).

4.0 Rules and Procedures*

4.1 All officials and employees of the National Government who are paid on an annual or monthly basis, including contractual personnel, who have rendered a total of 3 months/90 calendar days of service in the government from January 1, 1982 to November 30, 1982, including leaves of absence with pay, shall be paid a year-end bonus, which is equivalent to their one-week's basic pay or P250 whichever is higher, but in no case shall it exceed P500.

4.2 Employees, laborers and other casual/emergency employees paid on the daily, hourly or part-time basis, who have rendered a total of 3 months/90 calendar days of service in the government from January 1, 1982 to November 30, 1982, including leaves of absence with pay, shall be entitled to a year-end bonus equivalent to seven-working days basic wage or P250 whichever is higher, but in no case shall it exceed P500.

4.3 An employees who is on full-time or part-time detail with another government agency or special project shall receive his year-end bonus from his home office and/or from the savings of the same fund source where he draws his basic monthly salary. No one shall receive the year-end bonus from more than one source. Committee or project honoraria shall not be counted in computing the bonus provided herein.

4.4 Computation of the year-end bonus shall be based on the actual basic monthly salary/daily wage/contractual rate of the employee as of November 30, 1982, exclusive of allowances and other compensation benefits.

4.5 The year-end bonus specified herein shall not be subject to GSIS premium, medicare, and other similar deductions.

4.6 The year-end bonus may be given to the employee through a prepared payroll without the necessity of issuing a notice of salary adjustment.

4.7 The bonus of an employee who transferred from one agency to another whose total number of days of service in the government for the year 1982 as shown by his service record is at least 3 months/90 calendar days as of November 30, 1982, shall be paid by his new office.

4.8 The year-end bonus of a contractual employee shall not exceed the amount received by his superior nor in any case exceed P500.00.

5.0 Funding Source

Agency savings shall be drawn/utilized for the purpose of paying the herein provided year-end bonus. No augmentation or additional release shall come from the General Fund or from any other source of funding.

*Illustrative Examples - Annex A

6.0 Responsibility of Head of Agency

The head of ministry/bureau/office/regional office, agency or other entity of the National Government concerned shall be held personally liable for any payment of year-end bonus not in accordance with provisions of this Circular without prejudice, however, to the refund of any excess payments of the employee concerned.

7.0 Payment and Allotment and Accounting Procedures

7.1 The year-end bonus authorized in this Circular may be paid out of the savings of the regular operating allotment of the agency. No charges shall be made against any lump-sum appropriation from the salary adjustment fund. The agency shall submit the usual work and financial plan as basis for issuing the authority to use savings.

7.2 The Chief Accountant of each ministry, bureau, regional office, office, agency or other entity of the National Government shall accomplish and submit to the Office of Budget and Management not later than fifteen (15) days from the end of December, 1982, a statement of actual payments of the year-end bonus made.

8.0 Saving Clause

Cases not covered by the provision of this Circular shall be submitted to the Minister of the Budget for appropriate action and/or recommendation.

9.0 Effectivity

The year-end bonus provided herein shall take effect immediately.

(SGD.) MANUEL S. ALBA
Minister of the Budget

A true copy

ILLUSTRATIVE EXAMPLES

1. Juan Santos whose basic salary is P12,000 per annum or P1,000 a month reported sick from January 1, 1982 to February 28, 1982; went on vacation leave until March 31, 1982 and went on sick leave from April 1, 1982 to November 30, 1982.

The one week salary of Mr. Santos is computed by dividing P1,000 by four (4) which is equivalent to P250. Because Mr. Santos has rendered a total of at least 90 days of service in the government, he shall be given a bonus of P50 which is equivalent to his one week's basic pay.

2. Norma Reyes receives a basic salary equivalent to P1,000 a month. One fourth of her salary is P250. Her bonus this year shall be P400.
3. Jose Austria receives a basic pay salary equivalent to P3,000 a month. One fourth of his salary is P750. Because his one week's salary is more than P500, the Austria's bonus for this year shall be P500.
4. Rita Solis is a casual employee with a daily wage of P18.00 a day. To compute her one week salary multiply P18.00 by seven (7) days which is P126.00. Because P126 is less than P200, Rita Solis will receive a bonus of P250.