



*Tanggapan ng Kalihim*  
*Office of the Secretary*

REPUBLIKA NG PILIPINAS

REPUBLIC OF THE PHILIPPINES

KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS

DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

DECS Complex, Meriton Avenue  
Pasig City, Philippines



*Sama-Sama*  
*sa DECS*

May 4, 1999

**DECS ORDER**  
No. 46, s. 1999

**ADVANCE PAYMENT OF ONE HALF (1/2) OF THE  
YEAR-END BONUS AND CASH GIFT FOR FY 1999**

TO: Undersecretaries  
Assistant Secretaries  
Bureau/Service/Center Directors  
Regional Directors  
School Superintendents, Administrators and Principals  
All Others Concerned

1. DBM Budget Circular No. 11 dated October 31, 1996 as amended by Budget Circular No. 14-01 dated March 30, 1998, in conjunction with the provisions of R.A. No. 8441, authorized the advance payment of one-half (1/2) of the Year-End Bonus (equivalent to the actual basic monthly salaries/daily wages as of October 31 of each year) and Cash Gift to government personnel for FY 1996 and Years Thereafter.
2. In this regard, the entitlement of the advance payment of 1/2 of the Year-End Bonus and Cash Gift of all DECS officials and employees shall be in accordance with the provisions of the aforementioned Budget Circulars. Further, such advance payment to all DECS officials and employees entitled to receive one-half (1/2) of their Year-End Bonus and Cash Gift shall be effected not earlier than May 15, 1999.
3. For information and guidance of all concerned.

*Andrew B. Gonzalez*  
**ANDREW B. GONZALEZ, FSC**  
Secretary

Reference:

DECS Order No. 48, s. 1998

Allotment 1—(D.O. 50-97)

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

ALLOWANCE  
EMPLOYEES  
OFFICIALS  
TEACHERS



**BUDGET CIRCULAR**

No. 11-B  
March 30, 1998

**TO** Heads of Departments, Bureaus, Offices and Agencies of the National Government, State Universities and Colleges, Government-Owned and -Controlled Corporations, Government Financial Institutions, and All Others Concerned

**SUBJECT** Amending Further Budget Circular No. 11 dated October 31, 1996 Relative to the Grant of Year-end Bonus and Cash Gift and Advance Payment of One-Half (1/2) Thereof for FY 1996 and Years Thereafter

**1. Purpose**

This Circular is issued to amend further Budget Circular (BC) No. 11 dated October 31, 1996 in accordance to Republic Act (RA) No. 8441 increasing the cash gift authorized under RA No. 6686 from one thousand pesos to five thousand pesos to be implemented over a period of three years, for all personnel of the national government, government-owned and -controlled corporations and government financial institutions and local government units.

**2. Paragraphs 4.1, 4.2 and 4.3 of the BC No. 11 are hereby amended to read as follows:**

"4.1. The benefits of government personnel covered under Items 2.1.1 and 2.1.2 hereof shall consist of a bonus equivalent to their actual basic monthly salaries/daily wages as of October 31 of each year, exclusive of allowances and other forms of compensation usually paid in addition to their basic pay, and a cash gift of P2,000 for the Christmas Year 1997, P3,000 for the Christmas Year 1998, and P5,000 for the Christmas Year 1999 and years thereafter."

"4.2. The benefits of contractual personnel shall consist of a bonus equivalent to their monthly contractual rates as of October 31 of each year, exclusive of the twenty per cent (20%) premium, if any, and all allowances and other forms of compensation usually paid in addition to their basic pay, and a cash gift of P2,000 for the Christmas Year 1997, P3,000 for the Christmas Year 1998, and P5,000 for the Christmas Year 1999 and years thereafter."



"Pating-tulong sa pagsulong!"

"4.8 Government personnel who have rendered less than four (4) months of service as of October 31 of the same year as covered under sub-paragraph 2.1.3 hereof shall be entitled solely to the cash gift pro-rated as follows:

<u>Length of Service</u>	<u>Percentage</u>
3 months but less than 4 months	40 %
2 months but less than 3 months	30 %
1 month but less than 2 months	20 %
Less than 1 month	10 %"

3. The following provision is hereby added to the said Circular which shall be known as Paragraph 4.12.

"4.12 No official or employee shall receive Christmas bonus from any and all sources in excess of the one month basic salary and cash gift as provided under paragraphs 4.1, 4.2 and 4.8 hereof. The special allowance in the amount of P1,000 authorized under Executive Order No. 458 dated November 17, 1997 and implemented by DC No. 14 dated November 19, 1997 shall be considered as advanced implementation of the P1,000 increase in the cash gift for FY 1997 under RA 8441. Only those agencies which have not yet paid said special allowance may grant the P1,000 increase in cash gift for FY 1997."

4. Paragraphs 5.1, 5.3 and 5.4 of the same Circular are hereby amended to read as follows:

"5.1 For national government agencies (NGAs), the amounts required shall be charged against the approved appropriations for the purpose under the annual General Appropriations Act (GAA). The additional cash gift authorized herein for FY 1997 for NGAs which have not granted special allowance and for FY 1998 shall be charged against their available savings. In case of deficiency, they shall submit a request to the DDM for release of funds for the purpose indicating the computed actual requirements and accompanied by a certification by the Accountant as to non-availability of savings. For the succeeding years, the amount shall be included in the annual GAA."

"5.3 For local government units (LGUs), the amounts required shall be charged fully from their respective local funds. For the additional cash gift authorized herein for FY 1997, LGUs which have not granted special allowance may realign their budgets to give priority to the funding requirements for this benefit and any deficiency may be booked as accounts payable to be paid on a first priority basis in succeeding years."

5.4. In the case of Barangays, the amounts required shall be charged against the Internal Revenue Allotment (IRA) released directly by the Department of Budget and Management (DBM) to Barangays.

5.4.1 The additional cash gift authorized herein for FY 1997 for Barangay Chairmen of Barangays which have not granted special allowance shall be paid directly by the National Government. The DBM shall release such funds directly to the LGUs where the Barangays belong. The LGU shall be responsible for paying each Barangay Chairman through its city or municipal treasurer concerned subject to existing budgeting policies and the usual accounting and auditing rules and regulations.

5.4.2 The additional cash gift authorized herein for the other Barangay officials and Barangay personnel paid on salary basis of Barangays which have not granted special allowance shall be charged against their available appropriation savings.

5.4.3 For the succeeding years, the amount shall form part of the IRA."

6. Paragraph 6 of the above-cited Circular is hereby amended to read as follows:

"6. Responsibility of the Head of Entity:

The head of concerned government entities shall be held responsible and personally liable for any grant of benefits not in accordance with the provisions of this Circular without prejudice, however, to refund of any excess payment by the official or employee concerned."

  
EMILIA T. BONCODIN  
Secretary



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



**BUDGET CIRCULAR**

No. 11  
October 31, 1996

**TO :** Heads of Departments, Divisions, Offices and Agencies of the National Government; State Universities and Colleges; Government-Owned and -Controlled Corporations and Government Financial Institutions; Local Government Units; And All Others Concerned

**SUBJECT :** Grant of Year-End Bonus and Cash Gift and Advance Payment of One-Half (1/2) Thereof for FY 1996 and Years Thereafter

**1.0 Purpose**

The purpose of this Circular is to consolidate all previously issued guidelines implementing the provisions under the annual General Appropriations Act on the grant of year-end bonus and cash gift authorized under Republic Act No. 6686 and the advance payment of one-half (1/2) thereof to all government personnel in the national government, government-owned and -controlled corporations, government financial institutions, and local government units for FY 1996 and years thereafter.

**2.0 Coverage**

2.1 All government personnel, whether appointive or elective, under regular, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee who are under the following instances from January 31 to April 30 or from July 31 to October 31 of each year and still alive or are still in the service, respectively, as of October 31 of the same year:

2.1.1 those who have rendered at least a total of four (4) months of service including leaves of absence with pay;

2.1.2 those who are on approved leave without pay but have rendered at least a total of four (4) months of service provided they are not yet "dropped from the rolls," and

2.1.3 those who have rendered less than four (4) months of service.

2.7 All barangay chairmen, councilmen, secretaries and treasurers of barangays created pursuant to the Local Government Code, who are occupying such positions as of October 31 of each year regardless of the period of their tenure as of October 31 of the same year.

3. Exemptions

All government personnel under the following instances as of April 30 or as of October 31, as the case may be, of each year shall not be entitled to the benefits authorized herein:

3.1 those with pending cases, viz.:

3.1.1 when under preventive suspension, until exonerated;

3.1.2 when formally charged in administrative cases, i.e., their offices have found, after preliminary investigation, that a prima facie case exists against them and the requisite written formal charge has been issued by the disciplining authority;

3.1.3 when they have cases pending before the Office of the Ombudsman, the Prosecutor's Office or of other administrative bodies which relate to acts or omissions in connection with their official duties or functions and where it has already been resolved by the Offices concerned that there exist prima facie cases; and

3.1.4 when there is pending criminal information filed against them in Courts which relate to acts or omissions in connection with their official duties or functions;

3.2 those who are formally charged in administrative cases and/or meted penalties; hereafter, they shall be entitled thereto unless subsequently formally charged and/or meted penalties for another offense. Accordingly, those with pending cases are only disqualified to receive the benefits authorized herein during the first year of the pendency of the cases.

3.2.1 In this regard, if the penalty meted out to an employee is only a reprimand, such penalty is not one that can be made the basis of disqualification to receive the said benefits.

3.3 those who are absent without leave (AWOL);

3.4 those who are no longer in the service due to retirement/resignation/separation/death or for whatever reasons; and

3.5 those who are hired not as part of the regular manpower of agencies but as consultants or experts for a limited period to perform specific activities or services with expected outputs; student laborers; apprentices; laborers of contracted projects (pakiao); mail contractors including those paid on piecework basis; and others similar to the above.

4.9 Barangay Officials covered under Item 2.2 hereof shall be entitled only to cash gift otherwise known as Christmas Bonus of P1,000.00 each.

4.10 Government personnel who received advance payment of one-half (1/2) of the benefits authorized herein but are no longer in the service as of October 31 of the same year shall be made to refund the same through deduction from whatever benefits are due them.

4.11 Government personnel who were granted the benefits authorized herein but have been found to be covered under Items 3.1 and 4.2 hereof after the grant of such benefits shall be made to refund the same if they are allowed to continue to receive their salaries. Otherwise, the refund shall start upon their reinstatement.

4.11.1 In case they opted to transfer to other agencies after serving their penalties, the amount to be refunded shall be deducted from the monetized value of their accumulated leave credits. Where they have not accumulated leave credits or the monetized value is insufficient, they shall be made to refund the same by their new agencies to the amount through payroll deduction upon their transfer.

4.11.2 In case they died, opted to relinquish or are separated from the government service, the amount shall be deducted from whatever benefits are due them.

**Funding Sources:**

5.1 For national government agencies, the amount required shall be charged against the approved appropriations for the purpose under the annual General Appropriations Act (GAA).

5.2 For government-owned and/or controlled corporations and government financial institutions, the amount required shall be sourced fully from their respective corporate funds.

5.3 For local government units, the amounts required shall be sourced fully from their respective local funds.

5.4 In the case of Barangays, the amounts required form part of the Internal Revenue Allotment released by the Regional Coordination Service and the Regional Office of the Department of Budget and Management directly to the Barangays.

**Responsibility of the Head of Agency**

The heads of concerned government agencies shall be held responsible and personally liable for any grant of loan herein authorized not in accordance with the provisions of this Circular without prejudice, however, to the refund of any excess payment by the official or employer concerned.



**Prohibition Against Payment of Additional Benefits**

Agencies are hereby prohibited from granting additional benefits other than those authorized under this Circular. Consequently, all administrative authorizations to grant any or other forms of benefits or other similar compensation in Executive Order and thereafter, which purport to grant the benefits authorized herein that are inconsistent with the declared policy on the matter shall be rendered inoperative and unenforceable.

**Repealing Clause**

All circulars and other issuances which are inconsistent with the provisions of this Circular are hereby repealed or superseded accordingly.

**Resolution of Cases**

Cases not covered by the provisions of this Circular shall be submitted to the Secretary of Budget and Management for appropriate evaluation and resolution.

**Payment of the Benefits**

Payment of the benefits herein authorized shall be not earlier than May 15 but not later than May 31 or not earlier than November 15 but not later than November 30 of each year, as the case may be.

*Salvador M. Enriquez, Jr.*  
SALVADOR M. ENRIQUEZ, JR.  
Secretary

