



OCT 15 2009

DepEd O R D E R
No. 108, s. 2009

ADVANCE PAYMENT OF THE REMAINING HALF OR BALANCE
OF THE FY 2009 YEAR-END BONUS AND/OR CASH GIFT

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. For the information and guidance of all concerned, enclosed is the Department of Budget and Management (DBM) Budget Circular No. 2009-4 dated September 29, 2009, entitled "Advance Payment of the Remaining Half or Balance of the Year-End Bonus and/or Cash Gift to National Government Personnel for FY 2009".
2. Under DBM Budget Circular No. 2005-6, which have since then been the basis for the grant of the year-end bonus and cash gift, payment of the full or the remaining half of the year-end bonus and cash gift must be made by the agency Head concerned not earlier than November 15th of each year.
3. In order however to address the plight of DepED officials and personnel who have been affected by the calamity brought about by the recent typhoon "Ondoy", payment of the remaining half or balance of the year-end bonus and/or cash gift, upon request of the affected official or employee concerned even before November 15, 2009 is hereby directed (underscoring supplied).
4. It is emphasized that the grant of said benefit must be strictly governed by the requirements and specific provisions of Budget Circular Nos. 2005-6 and 2009-4 on entitlement and fund sources.
5. Regional directors are requested to monitor and ensure that payment of said benefit to affected officials and personnel is done in all division offices under their jurisdiction. A compliance report must likewise be submitted by the Regional Directors to the Officer-in-Charge of the Office of the Undersecretary for Finance and Administration, Central Office.
6. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encl.: As stated
Reference: DepED Order: No. 62, s. 2005
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

ALLOWANCE
BENEFITS

EMPLOYEES
RULES & REGULATIONS

(Enclosure to DepEd Order No. 108, s. 2009)



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management

Building I, General Solano Street, San Miguel, Manila



BUDGET CIRCULAR

No. 2009 - 4
Sept. 29, 2009

TO : Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including State Universities and Colleges, Government-Owned or Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and Local Government Units (LGUs)

SUBJECT : Advance Payment of the Remaining Half or Balance of the Year-End Bonus and/or Cash Gift to National Government Personnel for FY 2009

1.0 Background

National Government personnel were already granted the first half of their Year-End Bonus and Cash Gift in May 2009 pursuant to Section 42, General Provisions of Republic Act (R.A.) No. 9524 or the FY 2009 General Appropriations Act and the rules and regulations under Budget Circular (BC) No. 2005-6 dated October 28, 2005 and BC No. 2008-4 dated July 10, 2008. The remaining half or balance of the Year-End Bonus and/or Cash Gift shall be granted not earlier than November 15, 2009.

However, to provide financial assistance and to alleviate the plight of calamity stricken government personnel brought about by Tropical Storm "Ondoy," President Gloria Macapagal Arroyo directed the advance payment of the remaining half or balance of the Year-End Bonus and/or Cash Gift even before November 15, 2009, upon request of the personnel concerned.

2.0 Advance Payment of the Remaining Half or Balance of the FY 2009 Year-End Bonus and/or Cash Gift for National Government Personnel

2.1 National Government personnel who opts to avail of this advance payment must comply with all the requirements prescribed under BC No. 2005-6 and is understood to remain in government service until October 31, 2009.

2.2 National Government personnel qualified under BC No. 2005-6 to the remaining half or balance of the full Year-End Bonus and Cash Gift may request their agency for the advance payment thereof.

- 2.3 Those who will not complete the four months service requirement as of October 31, 2009 and who will comply with the other conditions provided under BC No. 2005-6 may also request their agency for the advance payment of their pro-rated Cash Gift, as follows:

Length of Service	Percentage of P5,000	Corresponding Amount
3 months but less than 4 months	40%	P2,000
2 months but less than 3 months	30%	1,500
1 month but less than 2 months	20%	1,000
Less than 1 month	10%	500

- 2.4 Those with a total or an aggregate of four (4) months of service, including leaves of absence with pay, and who will retire or separate without cause before October 31, 2009, shall be granted ninety percent (90%) of the remaining balance of the Year-End Bonus and Cash Gift. The basic pay immediately prior to retirement/separation shall be the basis for the remaining balance of the Year-End Bonus.

- 2.5 National Government personnel who requested and received the advance Year-End Bonus and/or Cash Gift but failed to comply with the requirements prescribed in the grant of said benefits under BC No. 2005-6 and BC 2008-4, as the case may be, by October 31, 2009 shall be required to refund the amount unduly received.

3.0 Fund Sources

- 3.1 Funds for the payment of the foregoing benefits shall be charged against the allotment for Personal Services (PS) inclusive of the requirements for Year-End Bonus and/or Cash Gift for filled positions which was released in full to the agencies under the Agency Budget Matrix pursuant to National Budget Circular No. 519 dated March 27, 2009.
- 3.2 Any deficiency shall initially be charged against available allotment of agencies under PS. A report on the additional requirements for the Year-End Bonus as a result of the first tranche implementation of Senate and House of Representatives Joint Resolution No. 4, s. 2009, shall be submitted to the Department of Budget and Management (DBM) as basis for the release of additional allotment.

4.0 GOCCs, GFIs and LGUs


GOCCs, GFIs, and LGUs are hereby encouraged to adopt and implement the advance payment of Year-End Bonus and/or Cash Gift chargeable against their respective funds for the purpose.

5.0 Saving Clause

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

6.0 Effectivity

This Circular shall take effect immediately.


ROLANDO G. ANDAYA, JR.
Secretary