

## **[ DBM BUDGET CIRCULAR NO. 11, October 31, 1996 ]**

### **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 1 to April 30 or from July 1 to October 31 of each year and shall still be 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.

2.2 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.

## **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; thereafter, 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 organic 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 other similarly situated.

## **4**

### **Rules and Regulations**

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 P1,000.