

**[ DBM BUDGET CIRCULAR NO. 2003-7, December 05, 2003 ]**

**GRANT OF EXTRA CASH GIFT FOR 2003**

**1.0 PURPOSE**

This Circular is issued to implement Administrative Order (AO) No. 88 dated 5 December 2003, which authorizes the grant of Extra Cash Gift (ECG) for 2003.

**2.0 COVERAGE**

The ECG herein authorized shall apply to all government personnel, whether in NGAs, GOCCs, GFIs, or LGUs, elected or appointed in a permanent, temporary or casual status, including contractual personnel whose employment is in the nature of a regular employee, who are under the following instances from January 1, 2003 to October 31, 2003 and are still in the service as of October 31, 2003:

2.1 Those who have rendered at least a total or an aggregate of four (4) months of service including leaves of absence with pay;

2.2 Those who are on approved leave without pay but have rendered at least a total or an aggregate of four (4) months of service provided they are not yet dropped from the rolls; and

2.3 Those who have rendered less than four (4) months of service.

**3.0 EXEMPTIONS**

All government personnel under the following instances as of October 31, 2003 shall not be entitled to the benefits authorized herein:

3.1 Those who are absent without leave (AWOL);

3.2 Those who are no longer in the service due to retirement/resignation/separation/death or for whatever reasons;

3.3 Those who are hired as part of the organic manpower of agencies but as consultants or experts, 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; and

3.4 Those who are formally charged administrative cases as well as criminal cases which relate to acts of omissions in connection with their official duties and functions and found guilty and/or meted penalties in 2003 shall not be entitled to the benefits authorized herein.

3.4.1 In this regard, if the penalty meted out is only a reprimand, such penalty is not one that can be made the basis

of disqualification to receive the said benefits.

#### **4.0 RULES AND REGULATIONS**

4.1 Government personnel covered under item 2.1 and 2.2 hereof shall be entitled to ECG of not more than FIVE THOUSAND PESOS (P5,000.000) each provided that in the case of personnel in NGAs, the amount shall not be less than THREE THOUSAND FIVE HUNDRED PESOS (P3,500.00).

4.2 Government personnel covered under Item 2.3 hereof shall also be entitled to ECG but this shall be pro-rated based on the amount granted to other employees of the same agency, as follows:

Length of Service	Percentage
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%

4.3 The ECG of government personnel who are on full-time or part-time detail with another government agency or special project shall be drawn from their respective mother agency. In the case of those who are paid from project funds, the benefits shall be drawn from the same source where they draw their salaries. No one shall receive benefits from more than one source.

4.4 The ECG of government personnel who are employed on a part-time basis shall be pro-rated corresponding to their services rendered. Those who, by the nature of their employment, are on part-time service with two (2) or more different agencies, shall be entitled to a proportionate amount for the corresponding service in each agency, provided that the total ECG shall not exceed P5,000.00.

4.5 The ECG of government personnel who transferred from one agency to another shall be granted by their new office. For this purpose, a certification that they have not availed themselves of the ECG from their former office is necessary.

4.6 Government personnel formally charged administrative and criminal cases and which cases are still pending for resolution shall be entitled to ECG until found guilty and meted penalties.

4.7 Those found guilty and later on exonerated by a competent authority upon appeal of the case, shall be entitled to the back ECG unless decided otherwise by said authority.

#### **5.0 SPECIFIC GUIDELINES**

5.1 For NGAs, the payment of ECG shall be sourced as follows: