

**[ ADMINISTRATIVE ORDER No. 88, December 05, 2003 ]**

**AUTHORIZING THE GRANT OF EXTRA CASH GIFT FOR ALL GOVERNMENT PERSONNEL**

**WHEREAS**, it is the policy of the government to improve the economic welfare of government personnel;

**WHEREAS**, the government is cognizant of the contribution of government personnel in providing quality service to the Filipino people;

**WHEREAS**, in spite of very limited financial resources, government agencies exerted commendable efforts in ensuring economy in the use of resources;

**WHEREAS**, in recognition thereof and in the spirit of the Christmas holiday government personnel shall be granted extra gift;

**NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO**, President of the Republic Philippines, by virtue of the powers vested in me by law do hereby direct:

**SECTION 1.** All personnel of national and local governments, including government-owned and controlled corporations and government financial institutions covered by or following Republic Act No. 6758 or the Salary Standardization Law (SSL), who have rendered at least a total or an aggregate four (4) months of service during the year and still in service as of October 31, 2003 shall be granted an Extra Cash Gift of Five Thousand pesos (P5,000.00) each.

**SECTION 2.** Those who have rendered less than four (4) months service shall also be granted Extra Cash Gift but this shall be pro-rated based on the amount granted to other personnel 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%

**SECTION 3.** Funds needed to implement this Order shall be chargeable as follows:

- a. For national government agencies the amount required shall be charged against: