

[ADMINISTRATIVE ORDER NO. 57, June 01, 1993]

PRESCRIBING THE GUIDELINES FOR THE ADVANCE PAYMENT OF ONE-HALF (1/2) OF THE AMOUNT OF THE CHRISTMAS BONUS AND CASH GIFT FOR CY 1993 UNDER REPUBLIC ACT NO. 6686 TO GOVERNMENT PERSONNEL

I, **FIDEL V. RAMOS**, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

1.0 COVERAGE

- 1.1 All government personnel whether under regular, temporary or casual status, and contractual personnel whose employment are in the nature of a regular employee, who have rendered at least a total of four (4) months of service including leaves of absence with pay in the government from January 1 to May 15, 1993 and who are still in the government service as of May 15, 1993 are entitled to the benefit herein authorized.
- 1.2 Government personnel with pending cases, whether or not they are under preventive suspension, those on leave without pay and those absent without official leave (AWOL) shall not be entitled to the benefits herein authorized.

2.0 RULES AND REGULATIONS

- 2.1 The benefits herein authorized involves the advance payment of one-half (1/2) of the amount of the Christmas Bonus and Cash Gift for CY 1993 under R.A. No. 6686. Said benefits shall be deducted in full from the total amounts due the official/employee during the regular payment of the Christmas Bonus and Cash Gift for CY 1993.
- 2.2 Officials/employees who availed of the benefits herein authorized and who resign and/or are separated from government service for whatever cause before October 31, 1993 shall be required to refund the amounts received.

For this purpose, the head of the office/agency concerned and such other officials/employees who took part in the grant of subject benefits shall cause the deduction of the above advance payments from any benefits, including against the last salary, due the official/employee whose government service ends before October 31, 1993.
- 2.3 An official or employee who is on full-time or part-time detail with another government office/agency or special project shall receive his benefits under this Order from his mother