

**[DBM CIRCULAR LETTER NO. 2003-10, October
17, 2003]**

**PROHIBITION ON THE GRANT OF ADDITIONAL BONUSES IN ANY
FORM**

1.0 Purpose

In view of the numerous complaints received by this Department, this Circular Letter is issued to remind all heads of government entities that the grant of additional bonuses to officials and employees in the form of cash, groceries, gift certificates, and other goods over and above those authorized by law or the President is prohibited.

2.0 Prohibition on Grant of Additional Bonuses

- 2.1 Unless authorized by law or the President, the grant of additional bonuses in the form of cash, groceries, gift certificates and other goods to officials and employees is strictly prohibited.
- 2.2 Any grant of the above-mentioned bonuses without the approval of the President shall be considered as an ultra vires act and thus, constitutes an illegal disbursement of public funds. Anyone found violating this directive shall be dealt with in accordance with the applicable provisions of existing administrative and penal laws.

3.0 For the guidance of all concerned.

Adopted: 17 Oct. 2003

(SGD.) EMILIA T. BONCODIN
Secretary



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