

[DBM NATIONAL COMPENSATION CIRCULAR NO. 66, September 12, 1991]

GRANT OF YEAR-END BONUS AND CASH GIFT FOR CALENDAR YEAR 1991 AND FOR SUCCEEDING YEARS TO NATIONAL GOVERNMENT OFFICIALS AND EMPLOYEES INCLUDING THOSE IN GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS AND FINANCIAL INSTITUTIONS

**1.0
Purpose**

This Circular is issued to prescribe rules and regulations for the implementation of Republic Act No. 6686 authorizing the grant of annual Christmas Bonus equivalent to one (1) month basic salary and additional Cash Gift of P1,000.00 to National Government officials and employees in recognition of their dedication to government service and in keeping with the spirit of Christmas.

**2.0
Coverage**

2.1 All National Government officials and employees, whether under regular, temporary, casual or contractual status, on full-time or part-time basis, who have rendered at least a total of four (4) months of service including leaves of absence with pay in the government whether such services are in GOCCs/GFIs, national and local government agency/office and SUCs, from January 1 to October 31, of each year and who are still in the service as of October 31 of the same year.

2.2 Officials and employees of the National Government who have rendered less than four (4) months of service from January 1 to October 31 and who are employed in the government service as of October 31 of the same year shall be entitled solely to Cash Gift pro-rated as follows:

Length of Service Amount

3 months but less than 4 months	P400.00
2 months but less than 3 months	300.00
1 month but less than 2 months	200.00
Less than 1 month	100.00

**3.0
Exemption**

3.1 An official or employee under preventive suspension without pay is not entitled to these year-end benefits. However, when exonerated, he shall be entitled to same.

3.2 An official or employee who is absent without official leave (AWOL) as of October 31 of the same year shall not be entitled to the benefits granted herein.

3.3 An official or employee who may have four (4) months or more of government service in a particular year but is no longer in the service as of October 31 of the same year due to retirement/resignation/separation or for whatever other reasons shall not be entitled to year-end benefits referred to herein.

4.0

Rules and Regulations

4.1 The "year-end bonus and cash gift" herein granted shall hereinafter be referred to as "year-end benefits" or "christmas bonus" and the amount herein authorized shall be considered the maximum. Payment of year-end benefits other than that authorized under this Circular shall be considered illegal disbursement of public funds.

4.2 The monthly "basic salary" shall include the transition allowance, if any.

4.3 An official or employee who is on full-time or part-time detail with another government office/agency or special project shall receive his year-end benefits from his mother agency. In the case of personnel paid from project funds, year-end benefits shall be drawn from the same source where he draws his salary. No one shall receive the year-end benefits from more than one source. Committee or project honoraria shall not be considered in computing the benefits provided herein.

4.4 Officials and employees who are employed on a part-time basis are entitled to the year-end benefits corresponding to the basic salary he is actually receiving and a pro-rata share of the P1,000 Cash Gift. Those who by the nature of their employment, are on part-time service to two (2) different agencies, where part-time service to one agency is equivalent to one-half day service, shall be entitled to claim payment for the corresponding service in each agency, provided that the total benefits shall not exceed the equivalent of one month basic salary and P1,000 Cash Gift.

4.5 Officials and employees already receiving Christmas or year-end bonus or its equivalent shall only receive such amount as shall be necessary to bring such Christmas, year-end or equivalent bonuses equal to the amount provided under this Circular.

4.6 Any official or employee who is on approved leave of absence without pay but has rendered a total of four (4) months service, excluding such leave without pay, in the government within the period from January 1 to October 31 shall be entitled to the year-end benefits.

4.7 Computation of the year-end benefits shall be based on the actual basic monthly salary/daily wage/contractual rate of the employees as of October 31 exclusive of allowances, hazard pay and other forms of compensation usually paid in addition to the basic salary.

4.8 The year-end benefits of an employee who transferred from one agency to another, whose total service in the government, whether national, local; in SUCs or