

**[DBM BUDGET CIRCULAR NO. 2000-18,
September 06, 2000]**

**GRANT OF YEAR-END BONUS AND CASH GIFT AND ADVANCE
PAYMENT OF ONE-HALF (1/2) THEREOF FOR FY 2000 AND
YEARS THEREAFTER**

1.0 Purpose

The purpose of this Circular is to consolidate, amend and clarify previously issued guidelines implementing the provisions under the annual General Appropriations Act (GAA) on the grant of year-end bonus and cash gift authorized under Republic Act (R.A.) No. 6686 and amended under R.A. No. 8441 and the advance payment of one-half (1/2) thereof, to all government personnel in the NGAs, SUCs, GOCCs, GFIs, and LGUs for FY 2000 and years thereafter.

2.0 Coverage

2.1 All government personnel, whether appointive or elective, under regular, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee who are under the following instances from January 1 to October 31 of each year and are still in the service as of October 31, of the same year:

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

2.1.2 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

2.1.3 those who have rendered less than four (4) months of service.

2.2 All punong barangay, sangguniang barangay members, barangay secretaries and barangay treasurers created pursuant to the Local Government Code, who are occupying such positions as of October 31 of each year regardless of the period of their tenure as of October 31 of the same year.

3.0 Exemptions

All government personnel under the following instances as of October 31 of each year 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; and

3.3 those who are hired not as part of the organic manpower of agencies but as consultants or experts, for a limited period 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 others similarly situated.

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

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 The benefits of government personnel covered under Items 2.1.1 and 2.1.2. hereof shall consist of a bonus equivalent to their actual basic monthly salaries as of October 31 of each year, exclusive of allowances and other forms of compensation usually paid in addition to their basic pay, and a cash gift of P5,000.

4.2 The benefits of contractual personnel shall consist of a bonus equivalent to their monthly contractual rates as of October 31 of each year and a cash gift of P5,000. Such bonus shall be exclusive of the twenty percent (20%) premium, if any, and all allowances and other forms of compensation usually paid in addition to their basic pay.

4.3 Barangay Officials covered under Item 2.2 hereof shall be entitled only to cash gift otherwise known as Christmas Bonus of P5,000.00 each.

4.4 Government personnel entitled to these benefits may, however, exercise the option to receive advance payment of one-half (1/2) of the benefits authorized herein not earlier than May 1 of each year. Provided, That they have rendered at least a total of four (4) months service including leaves of absence with pay from January 1 to April 30 of each year: Provided, However, That elective officials shall not be entitled to this advance payment during the last year of their terms.

4.5 The other half of the balance of the year-end bonus shall be paid not earlier than November 15 of each year.

4.6 Government personnel who did not exercise said option shall be paid the full amount of the same benefits not earlier than November 15 of each year.

4.7 Government personnel who received advance payment of one-half (1/2) of the benefits authorized herein but are no longer in the service as of October 31 of the same year shall be made to refund the same.