



DEPARTMENT OF EDUCATION

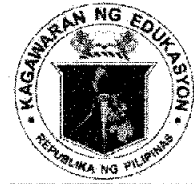
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: dcpcdmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



July 1, 2014

Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 7/1/14 Time: 10:50AM

DIVISION MEMORANDUM

No. 190

s. 2014

**CLARIFICATION ON THE DOCUMENTARY REQUIREMENTS
PRESCRIBED PER BUDGET CIRCULAR (BC) NO. 2013-1
(Per Budget Circular No. 2014-1)**

**TO : Promotional Staff
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Heads and Staff
All Others Concerned**

Edilberto L. Oplenaria
FROM : EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. This Office hereby disseminates the herein Budget Circular No. 2014-1 re: Clarification on the Documentary Requirements Prescribed Per Budget Circular (BC) No. 2013-1, which is self-explanatory.
2. For information and guidance.

Encl.:
As stated

Copy furnished:
Records Section

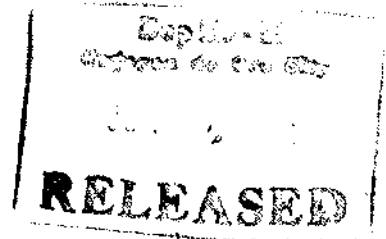
TO BE POSTED IN THE WEBSITE



Telephone Nos.: (08822) 727836;722651;727232/Telefax Nos.: (08822)720665;714576;710382;711654

June 25, 2014

MESSAGE FOR TRANSMISSION



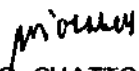
THE SCHOOLS DIVISION SUPERINTENDENT/OFFICERS INCHARGE
THIS REGION

RECEIVED TODAY IS THE COPY OF THE ATTACHED UNNUMBERED MEMORANDUM DATED JUNE 20, 2014 RE SUPPORTING DOCUMENTS FOR THE PROCESSING OF REQUIREMENTS OF THE RETIRING/SEPARATING EMPLOYEES UNDER EXECUTIVE ORDER 366, S. 2004 WITH ANNEXES. . TO FAST-TRACK THE PAYMENT OF THE INCENTIVES AND THE TERMINAL LEAVE BENEFITS OF THE RETIREES , PLEASE SUBMIT REQUEST FOR FUNDING FOR THIS PURPOSE WITH THE REQUIRED DOCUMENTS INCLUDING THE COMPUTATION OF INCENTIVES TO THIS OFFICE NOT LATER THAN JULY 4, 2014 . SUBMISSION TO THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) REGION X SHALL BE BY REGION AND NOT BY DIVISION.

FOR INFORMATION AND STRICT COMPLIANCE.

OIC CHATTO

Sender:



ATTY. SHIRLEY O. CHATTO
Chief Administrative Officer
Officer In-Charge
Office of the Regional Director



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM: 
RIZALINO D. RIVERA
Undersecretary
Co-Chair, DepEd Change Management Team

SUBJECT: SUPPORTING DOCUMENTS FOR THE PROCESSING OF
REQUIREMENTS OF THE RETIRING/SEPARATING
EMPLOYEES UNDER EXECUTIVE ORDER 366 s. 2004

DATE: 20 June 2014

To fast-track the processing of the request for incentives and terminal leave benefits of the retiring/separating employees, please be guided by the additional documents to be prepared by the Personnel Unit/Section of the respective regional office-proper and schools division office. This is in reference to the Department of Budget and Management (DBM) Budget Circular 2013-5 dated April 12, 2013 and amended by 2014-1 dated March 05, 2014.

A. EO 366 INCENTIVES:

1. **Special Budget Request (SBR)** for the release of funds to cover the additional incentives of the retiring/separating employees under EO 366, duly signed by the head of office / authorized official.
2. **Supporting documents:**
 - a. Duly accomplished Retirement Application Form (photocopy from GSIS application documents)
 - b. Certified True Copy of the updated service record
 - c. NSO Marriage Certificate - *applicable only for the female employees who have changed their last names upon marriage*
 - d. Compilation of the Employees Reply Forms / Letter of Intent indicating their intention to retire/separate from government service, duly acknowledged by the head of office
 - e. Personnel Status Report Of The Retiring/Separating Employees (*Refer to Annex 1 for the template*), which shall provide the following information:
 - Statement of Leave Credits Earned
 - Notice of Salary Adjustment (with Certification of inclusive dates of Leave Without Pay (LWOP))
 - If applicable, List of Employees with authorizations to deduct from the Terminal Leave Benefits (TLB) and EO 366 incentives (Pls. attach copies of the signed authorizations)



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

| EMPLOYEE INFORMATION | | | MONTHLY SALARY | | OTHER BENEFITS | | TOTAL AMOUNT | | |
|----------------------|--------------|----------|----------------|----------------|----------------|----------------|--------------|--------------|----------|
| NAME | EMPLOYEE NO. | POSITION | MONTHLY SALARY | OTHER BENEFITS | MONTHLY SALARY | OTHER BENEFITS | TOTAL AMOUNT | EMPLOYEE NO. | POSITION |
| | | | | | | | | | |

- Only for employees holding teaching-related positions retiring/separating under EO 366
- Each page should be signed and attested by the head of Personnel Unit/Section/Division

B. TERMINAL LEAVE BENEFITS:

For offices that have not or are still in the process of preparing the documents for the terminal leave benefits of the retiring/separating employees under EO 366, please be guided by the following requirements:

1. **Special Budget Request (SBR)** for the release of funds to cover the terminal leave benefits of the retiring/separating employees under EO 366, duly signed by the head of office / authorized official.
2. Duly Accomplished form on the "List of Actual Retirees to be Paid Terminal Leave and Retirement Gratuity Benefits (Annex B, DBM BC 2013-5) to be accomplished specific for the request of the terminal leave benefits of the concerned employees. The specific documents are also attached in this memorandum (Refer to Annex 2 for the template):

Note: Offices may use the DepEd template in the 'Computation for Incentives' and adjust it to comply with the information requirements stated in the DBM template.

C. SUBMISSION GUIDELINES

As per Item 7.1.1 of the DBM Budget Circular 2013-5, all documents shall be submitted to the counterpart regional DBM offices. Submissions shall be by regions and not by schools divisions. The DepEd regional office shall ensure the completeness of documents of its regional office-proper and all its schools division offices.

The DepEd regional office shall inform the CMT secretariat, through this office, upon submission to the DBM regional office.

For any clarifications or questions, please contact Ms. Ria Roa of the CMT Secretariat at (02) 633-7203 or noelle.roa@deped.gov.ph.

Please be guided accordingly.

DEPARTMENT OF EDUCATION
RATIONALIZATION PROGRAM

Personnel Status Report of the Retiring/Separating Employees under EO 366

| OFFICE | NAME | POSITION TITLE | SG | ITEM NO. | LEAVE CREDITS | | | LEAVE W/O PAY | | SALARY ADJUSTMENT* | | AUTHORIZED DEDUCTIONS FROM EO366 INCENTIVES | | |
|--------|------|----------------|----|----------|---------------|----|-------|----------------|--------|----------------------|------------|---|--------|-------|
| | | | | | VL | SL | TOTAL | PERIOD COVERED | EQUIV. | BASIC MONTHLY SALARY | DATE AS OF | PROVIDENT FUND | OTHERS | TOTAL |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Prepared by:

Certified Correct by:

Remarks:

- Please include all the names of the Retiring/Separating Employees under EO 366.
- If there are areas not applicable to the employees, indicate 'N/A' or 'Not Applicable' in the specific columns.
- *Salary Adjustment is only for those employees holding teaching-related positions retiring/separating under EO 366
- Each page should be signed and attested by the head of Personnel Unit/Section/Division



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management

Building 1, General Solano Street, San Miguel, Manila

ANNEX "2"



CIRCULAR LETTER

No. 2013-5

Date: July 22, 2013

- TO :** HEADS OF DEPARTMENTS AND AGENCIES OF THE EXECUTIVE BRANCH, INCLUDING GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS (GOCCs), GOVERNMENT FINANCIAL INSTITUTIONS (GFIs), AND ALL OTHERS CONCERNED
- SUBJECT :** GUIDELINES ON THE FILLING OF POSITIONS AND THE HIRING OF PERSONNEL FOR AGENCIES WHOSE RATIONALIZATION PLAN (RP) IS YET TO BE APPROVED BY THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM), THOSE WHOSE PLAN WAS WITHDRAWN, RETURNED WITHOUT ACTION OR NOT SUBMITTED WITHIN THE DEADLINE, AND THOSE WITH APPROVED PLAN

1.0 Purpose

This Circular Letter is being issued to provide the policies and guidelines on the filling of positions and the hiring of temporary/casual/contractual/contract of service/job order personnel and consultants for the following Departments/Agencies:

- a. Whose Plan is yet to be approved by the DBM;
- b. Whose Plan was withdrawn, returned without action or not submitted within the deadline; and
- c. Whose Plan has been approved by the DBM.

2.0 Guidelines

Hereunder are the specific policies and guidelines to be implemented in Departments/Agencies concerned:

2.1 For Agencies Whose Plan Is Yet to be Approved by the DBM

- 2.1.1 The moratorium on the filling of regular/permanent/itemized positions, either through original appointment, promotion, transfer or reemployment, and the hiring of new casuals/contractuals, including personnel on a consultancy/emergency/contract of service/job order basis, shall continue to be implemented until their respective RP is approved.

The temporary suspension shall not apply to teaching positions, medical and allied medical items in hospitals and other medical facilities servicing agency clients, as well as to uniformed positions in the Departments of National Defense, the Interior and Local Government, Transportation and Communications, and Environment and Natural Resources.

However, medical and allied medical positions which primarily provide service to agency personnel are covered by the moratorium.

List of Actual Retirees To Be Paid
Terminal Leave and Retirement Gratuity Benefits

NCA No. _____

Date of Issue _____

LAPP Batch No. _____

| Department: _____ Agency/Operating Unit: _____ | | | | | | | | | | | | |
|---|------------------------------------|------------------|---------------|-------------------------|---------------------------|------------------------------|----------------|----------|-------|---------------------|--------|--------------------|
| Name of Retiree [Branch, Address/Savings Account Number] | Rank/ Position at Retirement | Unique Number | Birth Date | Original Appointment | Retirement (Per NIOSA) | Highest Monthly Salary | Terminal Leave | | Total | Deduction Amount | If any | DBM Recommendation |
| | | | | | | | Gratuity | Terminal | | | | |
| A. Compulsory (251, 1010, 500) | | | | | | | | | | | | |
| Sub-Total | | | | | | | | | | | | |
| B. Optional (251, 1010, 500) | | | | | | | | | | | | |
| Sub-Total | | | | | | | | | | | | |
| Grand Total | | | | | | | | | | | | |

I hereby warrant that this list containing the names of actual retirees to be paid and their corresponding retirement claims was prepared in accordance with existing budgeting, accounting and auditing rules and regulations.

Head of Accounting Unit: _____ Approved: _____
Head of Agency or Authorized Official: _____ Approved: _____

DBM-BM/RFO Director

Deduction shall cover unpaid obligations of retirees covering unpaid loans to various government agencies (such as GSIS, ETC.) and properly accountables with the mother agency. The total deductions shall be netted out from the gross amount of the retirees' separation benefits.

ANNEX A

Please Check



| CHECKLIST OF DOCUMENTARY REQUIREMENTS TO SUPPORT REQUEST FOR RELEASE OF FUNDS | Please Check |
|---|--------------|
| A. TERMINAL LEAVE/RETIREMENT GRATUITY (TL/RG) BENEFITS | |
| 1. List of Actual Retirees To Be Paid reflecting the names of retirees, retirement mode/law, the respective current or savings account number opened/maintained with the same GSB as that of agency, position title, unique position item number, dates of birth/original appointment/retirement, highest monthly salary, and amount of retirement benefits to be paid. | |
| RETIREES UNDER R.A. 1616 | |
| 2. Duly Accomplished Retirement Application Form | |
| 3. Certified true copy of the updated Service Record and Latest Notice of Salary Adjustment (with Certification of inclusive dates of Leave Without Pay (LWOP); if any) | |
| 4. Letter of Intent to Retire | |
| 5. Approved Application Letter for Retirement | |
| 6. Statement of Leave Credits Earned certified by the Human Resource Management Officer (HRMO) | |
| 7. NSO Marriage Certificate - for change of name of married women | |
| 8. GSIS Clearance/Approval | |
| 9. Latest Notice of Salary Adjustment | |
| FOR DEVOLVED PERSONNEL TO LGUs | |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i> | |
| 1. Letter Request of concerned devolved personnel | |
| 2. Endorsement of LGU Executive, as employer | |
| 3. Appointment Paper as a devolved employee | |
| 4. Updated Leave Card of Concerned employee, reflecting the transferred leave credits upon devolution and balance as of retirement date, certified by the HRMO of the present LGU employer | |
| RETIREES UNDER R.A. No. 910 | |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i> | |
| 1. Certification on the Other Allowances/benefits authorized to be included in the computation of RG | |
| 2. Statement of Amount Paid by GSIS for the Officials under special retirement laws | |
| DECEASED RETIREES/EMPLOYEES - PAYABLE TO THE DECLARED HEIRS | |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i> | |
| 1. Copy of the deceased retiree/employee's death certificate | |
| 2. Marriage Contract | |
| 3. Judicial or Extra Judicial Settlement of Estate (duly notarized) | |
| 4. Copy of decision of the agency's legal office/adjudication board identifying the legal heirs of the deceased, in the case of uniformed personnel, | |
| 5. Affidavit of Burial Claim (for PNP only) | |
| B. INCENTIVE BENEFITS PER EO 77 (RATIONALIZATION PLAN) | |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i> | |
| 1. Copy of Approved Rationalization Plan | |
| 2. List of affected personnel and corresponding amount required for TLB and Incentive Benefits | |
| C. GOCCs REQUIRING SUBSIDY TO PAY THEIR TL/RG REQUIREMENTS | |
| <i>In addition to the requirements enumerated under 1 to 9 above:</i> | |
| 1. Copy of latest Financial Statements showing proof of inability to pay incentives | |

Policy on the Rehiring of Retired/Separated Personnel

2.4 Government personnel who opted to retire/be separated from the service as a result of the rationalization efforts of their Department/Agency shall not be appointed nor hired as casuals or contractals in any agency of the Executive Branch, including in GOCCs/GFIs, for a period of five (5) years, except as teaching or medical staff in educational institutions and hospitals, or hired as a consultant/contract of service/job order personnel where there is no employer-employee relationship, as the case may be, with reemployment in any Branch of Government to be considered as new entry to the civil service.

3.0 Responsibility Clause

It shall be the responsibility of the Department Secretaries and equivalent Agency Heads to strictly implement the provisions of this Circular Letter, including the laws, rules and regulations indicated herein. In case of any violation of the same, the official authorizing such action shall be held responsible for whatever expenses the government incurred for not strictly following said issuances.

4.0 Applicability Clause

The provisions of this Circular Letter shall be applicable until revoked.

5.0 Effectivity

This Circular Letter shall take effect upon its publication in a newspaper of general circulation.

FLORENCIO B. ABAD
Secretary

2.2.4 Moreover, the aforementioned Agencies shall reduce **at least ten percent (10%)** of the cost of services of their consultants, technical assistants, contractual and casual employees, in accordance with **item 1 of Section 1.b of AO 103**.

2.3 For Agencies With Approved RP

2.3.1 Departments/Agencies/GOCCs/GFIs with approved RP are no longer covered by the moratorium on the filling of positions/hiring of personnel.

Hence, said Agencies could fill their vacant positions without requesting authority from the DBM.

2.3.2 In addition, Departments/Agencies/GOCCs/GFIS whose Plan has already been approved by the DBM are allowed to outsource certain services, thru the hiring of consultants/job order/contract of service personnel, where no employer-employee relationship exists, provided it is consistent with the following:

- a. Overall policy under the approved RP on services/areas which could be outsourced (e.g., utility, building and grounds maintenance, messengerial, security, transportation/mobility, and information technology);
- b. Agency policy on which other services to outsource; and
- c. Pertinent budgetary, civil service, accounting and auditing rules and regulations.

The Agencies should likewise ensure that the hiring of consultants/job order/contract of service personnel would contribute to the attainment of their objectives and would not adversely affect the implementation of their regular programs/projects and the achievement of their work targets.

Agencies which have coterminus with the incumbent (CTI) positions are prohibited from hiring personnel whose functions are similar to those being performed by the incumbents of the CTI items.

2.3.3 As provided under **Section 4 of EO 77¹ dated 08 May 2012**, Agencies with approved Plan shall not be allowed additional regular positions for at least **five (5) years**, except the following:

- a. Those to be created under the "scrap and build policy" where there is no additional cost to the government;
- b. Population-related items such as policemen, teachers, and medical and allied medical positions for hospitals and similar facilities; and
- c. For mandated new functions which cannot be absorbed by existing units/positions, as determined by the DBM.

¹ Amending Executive Order (EO) No. 637 (s. 2007) on the Basis of the Computation of the Incentives of Personnel Affected by the Implementation of the Rationalization Program Under EO No. 366 (s. 2004)

2.1.2 Department Secretaries/Agency Heads shall continually be allowed to renew the appointments of personnel on casual/temporary status and the contracts of personnel under contractual/consultancy/contract of service/job order basis for the period that the Plan of the Department/Agency is not yet approved, but not to go beyond **one (1) month after the approval of the agency's RP**, except those personnel whose authorized period of hiring should not go beyond 30 June 2013 and those with specific deliverables for a set timeframe, subject to pertinent budgetary, civil service, accounting and auditing rules and regulations, and the following conditions:

- a. The funds appropriated for the purpose are sufficient and the action would not entail additional budgetary release or the realignment of non-Personnel Services (PS) funds to PS;
- b. The maximum number of personnel whose contracts/appointments would be renewed shall not exceed the actual employees at the start of the Department/Agency's rationalization efforts, as adjusted by the DBM-authorized hiring of new/additional personnel; and
- c. There shall be no new hiring and/or replacement of resigned/retired/separated/terminated/regularized staff.

The renewal of appointments/contracts of personnel for projects with DBM-approved staffing pattern shall be limited to the existing number of authorized positions and to the set timeframe for hiring.

2.2 **For Agencies Whose Plan Was Returned Without Action, Withdrawn or Not Submitted Within the Deadline**

2.2.1 Agencies whose RP was returned without action, withdrawn or not submitted on or before 28 February 2013 to the DBM are **no longer covered** by the Rationalization Program.

2.2.2 However, the filling of positions and the hiring of contractual/casual personnel in said Agencies shall be covered by the provisions of **Administrative Order (AO) No. 103 (Directing the Continued Adoption of Austerity Measures in Government)** dated 31 August 2004.

2.2.3 Specifically, **fifty percent (50%)** of the PS savings of said Agencies that will be realized from funded vacant/vacated regular positions could be used for filling of positions without seeking DBM authority, consistent with **Section 3.3.1 of the Civil Service Commission-DBM Joint Circular (JC) No. 3 (Continued Adoption of Austerity Measures Through the Non-Filling of Vacant Positions)** dated 14 December 2004, which contains the guidelines on the implementation of Section 2 of AO 103.

The Agency Heads shall have the discretion as to which positions will be filled provided the total cost thereof shall **not exceed 50% of the PS savings**.

ANNEX "3"



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

BUDGET CIRCULAR

No. 2014-1
March 5, 2014

TO : All Heads of Departments, Agencies, Bureaus, Offices, Commissions, State Universities and Colleges; Budget Officers; Heads of Accounting Units; COA Auditors and Other Government Instrumentalities Concerned including Government-Owned/Controlled Corporations (GOCCs) and Local Government Units (LGUs)

SUBJECT : Clarification on the Documentary Requirements Prescribed Per Budget Circular (BC) No. 2013-1

- 1.0 This Circular is issued to clarify that in order to facilitate processing and timely payment of terminal leave benefits of retiring government personnel and incentives arising from rationalization programs, the submission of GSIS Clearance/Approval to support agency's special budget request (SBR) for the purpose is not necessary.
- 2.0 However, said document shall be supported to agency's SBR for payment of retirement gratuity benefits (RGB) chargeable against the Pension and Gratuity Fund, i.e., retirees under R.A. 1616 in case agency has no available savings and non-members of GSIS such as military and uniformed personnel, among others.
- 3.0 Effectively, this modifies Item no. B of Annex A of Budget Circular No. 2013-1 or Checklist of Documentary Requirements to Support Request for Release of Funds.
- 4.0 For compliance

FLORENCIO B. ABAD
Secretary