



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2023-68276

DM-2023-02-055  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
FEB 16 2023 Time: 4:27  
By:                     

**DIVISION MEMORANDUM**

No. 055, s. 2023

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned**

From: **VICTORIA V. GAZO, PhD., CESO V**  
Schools Division Superintendent *M*

Date: February 15, 2023

Re: **SUBMISSION OF SUMMARY OF RATING FOR SCHOOL BASED  
PERSONNEL SY 2021-2022 AND NON-SCHOOL BASED PERSONNEL  
CY 2022**

1. This is in reference to the Joint Circular No. 1, s. 2012 re: Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service and Budget Circular No. 2017-2 dated May 8, 2017 re: Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2017 and years thereafter.
2. All schools are required to submit the Summary of Individual Performance Commitment and Review for School-Based Personnel and Non School-Based Personnel with a satisfactory performance rating as basis for the Grant of Step Increment/s Due to Meritorious Performance and payment of Mid-Year Bonus 2023.
3. To provide time to the Division Office Personnel Unit to consolidate the said report, all schools are directed to submit to this office the soft copy and hard copy of summary of IPCR rating SY 2021-2022 for school based-personnel and CY 2022 for non school-based personnel per functional Division on or before **February 24, 2023** at [ehrismalaybalay@gmail.com](mailto:ehrismalaybalay@gmail.com).
4. Please see attached format for Summary of Rating.
5. For guidance, and strict compliance.

**TO BE POSTED ON WEBSITE**



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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**Republic of the Philippines**  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

**SUMMARY OF RATINGS**  
**CY 2022**

| NO | LAST NAME | FIRST NAME | MIDDLE NAME | ORIGINAL DATE OF APPOINTMENT | IPCRF RATING |            |
|----|-----------|------------|-------------|------------------------------|--------------|------------|
|    |           |            |             |                              | NUMERICAL    | ADJECTIVAL |
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Prepared by:

Approved:

School Head



**Republic of the Philippines**  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

**SUMMARY OF RATINGS**  
**SY 2021-2022**

| NO | LAST NAME | FIRST NAME | MIDDLE NAME | ORIGINAL DATE OF APPOINTMENT | IPCRF RATING |            |
|----|-----------|------------|-------------|------------------------------|--------------|------------|
|    |           |            |             |                              | NUMERICAL    | ADJECTIVAL |
| 1  |           |            |             |                              |              |            |
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Prepared by:

Approved:

School Head



**CIVIL SERVICE COMMISSION  
DEPARTMENT OF BUDGET AND MANAGEMENT  
JOINT CIRCULAR NO. 1, S. 2012**

September 3, 2012



**TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING STATE UNIVERSITIES AND COLLEGES (SUCS), GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCS), AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIS); CHIEF EXECUTIVES OF LOCAL GOVERNMENT UNITS (LGUS); AND ALL OTHERS CONCERNED**

**SUBJECT : Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service**

### **1.0 Background**

Item (4)(d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, "Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes," approved by the President of the Philippines on June 17, 2009, provides as follows:

"(d) Step Increments – An employee may progress from Step 1 to Step 8 of the salary grade allocation of his/her position in recognition of meritorious performance based on a Performance Management System approved by the CSC and/or through length of service, in accordance with the rules and regulations to be promulgated jointly by the DBM and the CSC.

✓ Employees authorized to receive Longevity Pay under existing laws shall no longer be entitled to Step Increments Due to Length of Service. The grant of Step Increment based on Merit and Performance shall be in lieu of the Productivity Incentive Benefit."

### **2.0 Purpose**

This Joint Circular is issued to prescribe the rules and regulations on the grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service.

### **3.0 Coverage**

This Joint Circular applies to the following personnel covered by Republic Act (R.A.) No. 6758, "Compensation and Position Classification Act of 1989," as amended by the Senate and House of Representatives Joint Resolutions No. 01 approved on March 7, 1994, and No. 4, s. 2009, in national government agencies (NGAs) including SUCs, GOCCs, and GFIs and in LGUs adopting

CSC-approved Performance Management Systems/Performance Evaluation Systems:

- 3.1 Incumbents of positions for civilian personnel under the career service;
- 3.2 Incumbents of the following positions for civilian personnel under the non-career service whose positions are authorized in the plantilla for regular positions:
  - 3.2.1 Co-terminus with the appointing authority;
  - 3.2.2 Co-terminus with the head of organizational unit where assigned; and
  - 3.2.3 Co-terminus with the lifespan of the agency.

**4.0 Exclusions**

Excluded from the coverage of this Joint Circular are the following:

- 4.1 Casual personnel;
- 4.2 Contractual personnel;
- 4.3 Personnel in agencies authorized by law to adopt and are actually implementing their own compensation and position classification systems;
- 4.4 Military personnel of the Armed Forces of the Philippines, Department of National Defense; and uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government; Philippine Coast Guard; and National Mapping and Resource Information Authority;
- 4.5 Those hired under contracts of service without employee-employer relationships and funded from non-Personal Services appropriations/budgets, as follows:
  - 4.5.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
  - 4.5.2 Laborers hired through job contracts (pakyaw) and workers paid on piecework or job order bases;
  - 4.5.3 Student workers and apprentices;
  - 4.5.4 Others similarly situated; and

4.6 Elective officials.

## **5.0 Grant of Step Increment/s Due to Meritorious Performance**

5.1 The maximum number of employees that may be granted Step Increment/s Due to Meritorious Performance in any given year shall be limited to **five percent (5%)** of all incumbent officials and employees in an agency.

5.1.1 **Two (2) Step Increments due to Meritorious Performance** may be granted to a qualified official or employee who has attained two (2) ratings of "Outstanding" during the two (2) rating periods within a calendar year.

5.1.2 **One (1) Step Increment Due to Meritorious Performance** may be granted to a qualified official or employee who has attained one (1) rating of "Outstanding" and one (1) rating of "Very Satisfactory," or two (2) ratings of "Very Satisfactory" during the two (2) rating periods within a calendar year.

Such performance ratings shall be based on the agency Performance Management System (PMS) approved by the CSC.

5.2 Step Increment/s Due to Meritorious Performance shall be granted initially effective **January 1, 2015**, and subsequently every January 1 of every year thereafter only for those with CSC-approved agency PMS.

5.3 Inasmuch as personnel on secondment, study privilege, scholarship, or training grant for more than three (3) months do not perform the actual duties and responsibilities of their positions in their mother agencies, such engagements shall not be considered in determining entitlement to the grant of Step Increment/s Due to Meritorious Performance.

5.4 The performance of personnel on detail to another agency for three (3) months or more shall be rated by the authorities concerned in the receiving agency. The average performance rating of the detailed personnel shall be considered in the ranking of qualified personnel in either the receiving or the mother agency where the detailee served for a longer period within a given year.

## **6.0 Grant of Step Increment Due to Length of Service**

6.1 **One (1) Step Increment Due to Length of Service** shall be granted to qualified personnel for every three (3) years of continuous satisfactory service in the present position. Said length of service in the present position in the same agency may include the period/s rendered by an incumbent as follows:

- 6.1.1 While on temporary or provisional status of appointment in the same position;
  - 6.1.2 Before his/her present position was reclassified/upgraded/re-allocated; and
  - 6.1.3 Period rendered by him/her prior to re-appointment to the same or comparable position with the same salary grade in a reorganized agency staffing pattern.
- 6.2 Length of service in the present position shall also include the period rendered by an incumbent prior to his/her transfer within the same agency or to another agency in a position with the same or comparable position and salary grade.
- 6.3 The grant of step increment to an official or employee on leave of absence with or without pay for more than three (3) months shall be deferred corresponding to the period of such absence/non-performance of actual duties and responsibilities of his/her position to complete the service and performance rating requirements.
- 6.4 The existing CSC-approved Performance Evaluation System (PES) may still be used as basis for the performance rating up to **December 31, 2014**, for purposes of the grant of Step Increment Due to Length of Service, in the absence of a CSC-approved agency PMS.
- 6.5 An official or employee authorized to be granted Longevity Pay under an existing law is not eligible for the grant of Step Increment Due to Length of Service.

## **7.0 Adjustment of Salaries**

- 7.1 The actual salary (in a given step of a salary grade of a position) of an incumbent who is qualified to be granted one (1) or two (2) Step Increment/s Due to Meritorious Performance or to one (1) Step Increment Due to Length of Service shall be adjusted to the salary corresponding to the next step or the second next step, as the case may be, but only up to Step 8, in the Salary Schedule under implementation. Examples:

### **Grant of Two (2) Step Increments Due to Meritorious Performance:**

- If the actual salary of an incumbent is at SG-10, Step 2, this shall be adjusted to SG-10, Step 4.
- If the actual salary of an incumbent is at SG-22, Step 7, this shall only be adjusted to SG-22, Step 8.

### **Grant of One (1) Step Increment Due to Meritorious Performance or Due to Length of Service:**

- If the actual salary of an incumbent is at SG-10, Step 2, this shall be adjusted to SG-10, Step 3.
- If the actual salary of an incumbent is at SG-22, Step 8, this shall not be adjusted.

7.2 If the actual salary of an incumbent, qualified to the grant of one (1) Step Increment Due to Meritorious Performance or Due to Length of Service, falls between two (2) salary steps, his/her salary shall be adjusted to the higher step. If qualified to two (2) Step Increments Due to Meritorious Performance, his/her salary shall be adjusted to the higher step and one (1) step further, but only up to Step 8. Examples:

Grant of Two (2) Step Increments Due to Meritorious Performance:

- If the actual salary of an incumbent is between Steps 2 and 3 of SG-10, this shall be adjusted to SG-10, Step 4.
- If the actual salary of an incumbent is between Steps 6 and 7 of SG-22, this shall only be adjusted to SG-22, Step 8.

Grant of One (1) Step Increment Due to Meritorious Performance or Due to Length of Service:

- If the actual salary of an incumbent is between Steps 2 and 3 of SG-10, this shall be adjusted to SG-10, Step 3.
- If the actual salary of an incumbent is between Steps 7 and 8 of SG-22, this shall only be adjusted to SG-22, Step 8.

7.3 If the actual salary of an incumbent is already at Step 8, he/she is no longer entitled to further step increment.

### **8.0 Simultaneous Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service**

An incumbent, if qualified, may be simultaneously granted Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service.

### **9.0 Discontinued Grant of the Productivity Incentive Benefit (PIB)**

In view of the provisions of item (4)(d) of Joint Resolution No. 4 that the Step Increment/s Due to Meritorious Performance shall be in lieu of the PIB, the grant of the latter shall be discontinued beginning Fiscal Year 2015.

### **10.0 Preparation and Issuance of Notices of Step Increment/s**

The Human Resource Management Officer or Administrative Officer concerned shall prepare the Notice of Step Increment/s Due to Meritorious



Performance or Notice of Step Increment Due to Length of Service, as the case may be, following the formats attached as Annexes "A" and "B." The Agency Head shall issue such Notices to the personnel concerned, copy furnished the Government Service Insurance System (GSIS).

#### **11.0 Fund Sources**

- 11.1 For NGAs, including SUCs, the step increments shall be charged against agency budgets.
- 11.2 For GOCCs and GFIs, the amounts shall be charged against their respective corporate funds in their approved corporate operating budgets.
- 11.3 For LGUs, the amounts shall be charged against their respective local government funds.
- 11.4 For detailed personnel, the amounts shall be charged against the budgets of their mother agencies.

#### **12.0 Responsibilities of Agency Heads**

- 12.1 Agency heads shall be held responsible for facilitating the installation and implementation in their agencies of the CSC-approved PMS, in accordance with the CSC circulars issued for the purpose.
- 12.2 They shall direct the creation of Agency/Office Performance Management Teams (PMTs) and task them accordingly.
  - 12.2.1 The PMTs shall set up the appropriate mechanism to ensure that the total number of personnel to be granted Step Increment/s Due to Meritorious Performance in a given year belongs to the top 5% of all ranked qualified officials and employees.
  - 12.2.2 The PMTs shall also determine the agency officials and employees who shall be granted Step Increment Due to Length of Service.
- 12.3 Agency heads shall also be responsible for the development and review of the agency system and procedure in the recommendation, evaluation, and approval of the grant of step increments to ensure the proper implementation of this Joint Circular.
- 12.4 They shall be held liable for any payment of step increments not in accordance with the provisions of this Joint Circular without prejudice, however, to the refund of any excess/undue payment received by the personnel concerned.

**13.0 Complaints and Protests**

Complaints and protests arising from the implementation of this Joint Circular shall be governed by CSC Memorandum Circular No. 2, s. 2001, "Revised Policies on the Settlement of Grievances in the Public Sector."

**14.0 Saving Clause**

Issues and concerns that may arise in the implementation of this Joint Circular shall be resolved jointly by the CSC and the DBM.


**15.0 Repealing Clause**

All existing circulars or issuances on the grant of Step Increments Due to Length of Service which are inconsistent with the rules and regulations prescribed herein are hereby repealed.

**16.0 Effectivity**

This Joint Circular shall take effect fifteen (15) days after its publication in a newspaper of nationwide circulation.

  
**FRANCISCO T. DUQUE III**  
Chairman  
Civil Service Commission

  
**FLORENCIO B. ABAD**  
Secretary  
Department of Budget and Management

Annex "A"

**Notice of Step Increment/s Due to Meritorious Performance**

Date: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

Pursuant to the Civil Service Commission and Department of Budget and Management Joint Circular No. \_\_\_\_\_ dated \_\_\_\_\_, 2012, implementing item (4)(d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your salary as \_\_\_\_\_ (position) is hereby adjusted effective January 1, \_\_\_\_\_, as follows:

1. Actual monthly basic salary as of \_\_\_\_\_ P \_\_\_\_\_  
(SG-\_\_\_\_, Step \_\_\_\_)
2. Add: \_\_\_\_\_ (\_\_\_\_) Step Increment/s P \_\_\_\_\_  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective \_\_\_\_\_ P \_\_\_\_\_

This salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

\_\_\_\_\_  
Head of Agency

Item No. \_\_\_\_/Unique Item No. \_\_\_\_\_  
FY \_\_\_\_ Personal Services Itemization and/or  
Plantilla of Personnel

CF: GSIS

**Annex "B"****Notice of Step Increment Due to Length of Service**

Date: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

Pursuant to the Civil Service Commission and Department of Budget and Management Joint Circular No. \_\_\_\_\_ dated \_\_\_\_\_, 2012, implementing item (4)(d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your salary as \_\_\_\_\_ (position) \_\_\_\_\_ is hereby adjusted effective \_\_\_\_\_, as follows:

1. Actual monthly basic salary as of \_\_\_\_\_ P \_\_\_\_\_  
(SG-\_\_\_\_, Step \_\_\_\_)
2. Add: one (1) Step Increment Due to Length of Service P \_\_\_\_\_
3. Adjusted monthly basic salary effective \_\_\_\_\_ P \_\_\_\_\_

This salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

\_\_\_\_\_  
Head of Agency

Item No. \_\_\_\_\_ /Unique Item No. \_\_\_\_\_  
FY \_\_\_\_\_ Personal Services Itemization and/or  
Plantilla of Personnel

CF: GSIS



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA



**BUDGET CIRCULAR**

No. 2017 - 2  
May 8, 2017

**TO :** All Heads of Departments, Agencies, State Universities and Colleges (SUCs) and other Offices of the National Government, including Commissions/Offices under the Constitutional Fiscal Autonomy Group (CFAG), and Government-Owned or -Controlled Corporations (GOCCs); Heads of Local Government Units (LGUs); and All Others Concerned

**SUBJECT :** Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2017 and Years Thereafter

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**1.0 Purpose**

This Circular is issued to prescribe the rules and regulations on the grant of the Mid-Year Bonus to government personnel for FY 2017, and years thereafter, pursuant to Executive Order (EO) No. 201, s. 2016, entitled "*Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel,*" and Section 57 of the General Provisions under Republic Act (RA) No. 10924 or the FY 2017 General Appropriations Act (GAA).

**2.0 Coverage**

This Circular shall apply to the following positions and personnel:

- 2.1 All positions for civilian personnel, whether regular, casual, or contractual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in the Executive, Legislative and Judicial Branches, the Constitutional Commissions and other Constitutional Offices, SUCs, and GOCCs covered by the Compensation and Position Classification System (CPCS) under RA No. 6758, as amended by Congress Joint Resolution No. 1, series of 1994, and No. 4, series of 2009, and in LGUs; and,

- 2.2 Military personnel of the Armed Forces of the Philippines under the Department of National Defense and uniformed personnel of the Philippine National Police, Philippine Public Safety College, Bureau of Fire Protection, and Bureau of Jail Management and Penology of the Department of the Interior and Local Government; Philippine Coast Guard of the Department of Transportation; and National Mapping and Resource Information Authority of the Department of Environment and Natural Resources.

### 3.0 Exclusions

The following are excluded from the coverage of this Circular:

- 3.1 Government personnel from agencies, including GOCCs, that are exempted from RA No. 6758, as amended, as expressly provided in their respective enabling law or charter, and are actually implementing their respective CPCS approved by the President of the Philippines;
- 3.2 Government personnel from GOCCs covered by the CPCS established by the Governance Commission for GOCCs and approved by the President of the Philippines pursuant to RA No. 10149; and
- 3.3 Those hired without employee-employer relationships and funded from non-Personnel Services appropriations/budgets, as follows:
  - 3.3.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
  - 3.3.2 Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
  - 3.3.3 Student workers and apprentices; and
  - 3.3.4 Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

### 4.0 Definition of Terms

For purposes of this Circular, the succeeding terms used herein shall have the following meanings:

- 4.1 **Monthly basic pay** shall refer to the monthly salary for regular and contractual civilian personnel; the total daily wages for the twenty-two (22) working days a month for casual personnel (equal to the monthly salary of a regular personnel); the monthly base pay for the military and

uniformed personnel; and the monthly honoraria for *non-salaried barangay* officials and employees.

- 4.2 The ***total or aggregate service*** required from government personnel for purposes of the grant of the Mid-Year Bonus shall include all actual services rendered, whether continuous or intermittent, while occupying a regular, contractual, or casual position in the national and/or local government, including leaves of absence with pay.

## **5.0 Guidelines on the Grant of the Mid-Year Bonus**

- 5.1 The **Mid-Year Bonus** equivalent to one (1) month basic pay as of May 15 shall be given to entitled personnel **not earlier than May 15** of the current year, subject to the following conditions:
- 5.1.1 Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;
  - 5.1.2 Personnel remains to be in the government service as of May 15 of the current year; and
  - 5.1.3 Personnel has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total or aggregate service under Item 5.1.1 hereof is complied with.
- 5.2 Those who have rendered a total or an aggregate of less than four (4) months of service from July 1 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid-Year Bonus.
- 5.3 The Mid-Year Bonus of personnel hired on part-time service in one or more agencies shall be in direct proportion to the number of hours/days of part-time services rendered.
- 5.4 The Mid-Year Bonus of those on detail to another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency.
- 5.5 The Mid-Year Bonus of personnel who transferred from one agency to another shall be paid by the new agency.

5.6 A compulsory retiree, whose services have been extended, may be granted Mid-Year Bonus, subject to the pertinent provisions of this Circular.

5.7 Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Mid-Year Bonus until found guilty by final and executory judgment: Provided, that:

5.7.1 Those found guilty shall not be entitled to Mid-Year Bonus in the year of finality of the decision. The personnel shall refund the Mid-Year Bonus received for that year.

5.7.2 If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Mid-Year Bonus.

#### **6.0 Mid-Year Bonus for Personnel of Covered GOCCs**

The grant of the Mid-Year Bonus to personnel of covered GOCCs shall be determined by their respective governing boards, subject to the following considerations:

6.1 The provisions on the entitlement/non-entitlement of personnel to the Mid-Year Bonus under Item 5.0 hereof shall be strictly observed.

6.2 If funds are insufficient, the Mid-Year Bonus may be granted at lower rates but at a uniform percentage of the monthly basic pay as of May 15 of the current year.

#### **7.0 Mid-Year Bonus for Personnel of LGUs**

The grant of the Mid-Year Bonus to personnel of provinces, cities, municipalities and barangays shall be determined by their respective *sanggunian*, subject to the following considerations:

7.1 The provisions on the entitlement/non-entitlement of personnel to the Mid-Year Bonus under Item 5.0 hereof shall be strictly observed.

7.2 The Personnel Services limitation in LGU budgets under Sections 325(a) and 331(b) of RA No. 7160 or the Local Government Code of 1991, shall be complied with.

7.3 If funds are insufficient, the Mid-Year Bonus may be granted at lower rates but at a uniform percentage of the monthly basic pay as of May 15 of the current year.



## **8.0 Fund Sources**

- 8.1** The amounts required for the grant of FY 2017 Mid-Year Bonus to personnel of National Government Agencies (NGAs) shall be charged against the agency-specific allocation for the payment of Mid-Year Bonus under the FY 2017 GAA.
- 8.1.1** The funding requirement for the FY 2017 Mid-Year Bonus has been comprehensively released to the agencies through the GAA as Allotment Order pursuant to National Budget Circular No. 567 dated January 3, 2017. Likewise, the corresponding Notice of Cash Allocation (NCA) to cover the Mid-Year Bonus of agency personnel has been included in the comprehensive release of NCAs covering the first semester cash requirements.
- 8.1.2** For succeeding years, the amounts shall be included in the respective agency budgets, and released, subject to applicable budgeting rules and regulations.
- 8.2** The amounts required for the payment of Mid-Year Bonus to casual and contractual personnel in NGAs whose salaries and wages are drawn from the lump-sum appropriations for non-itemized positions shall be sourced from the said agency lump-sum appropriations. If funds are insufficient, the deficiency may be charged against the Miscellaneous Personnel Benefits Fund, subject to the submission of Special Budget Request which includes the list of DBM-authorized contractual and casual positions and other information in the prescribed form attached as Annex "A".
- 8.3** For covered GOCCs, the amounts required to implement the Mid-Year Bonus shall be charged against their approved corporate operating budgets (COBs), provided that the national government shall not release funds for compensation adjustment or any related expenditures, provided further that the GOCCs shall not resort to borrowings for the purpose, and provided furthermore, that the performance targets in their DBM-approved COBs are met and their programs/projects for the year are not adversely affected.
- 8.4** For LGUs, the amounts required to implement the Mid-Year Bonus shall be charged against their respective local government funds, subject to the Personnel Services limitation in LGU budgets pursuant to Sections 325 (a) and 331(b) of RA No. 7160.

## 9.0 Responsibility of Agencies

Agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment of Mid-Year Bonus not in accordance with the provisions of this Circular, without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

## 10.0 Resolution of Cases

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

## 11.0 Effectivity

This Circular shall take effect immediately.

*S. C. S.*  
**BENJAMIN E. DIOKNO**  
Secretary



*MA*



**List of Authorized Casual and Contractual Personnel  
entitled to the Mid-Year Bonus**

**Annex A**

| Department:               |              | Agency:                   |           | Particulars:<br><input type="checkbox"/> Contractual<br><input type="checkbox"/> Casual |                    |
|---------------------------|--------------|---------------------------|-----------|---|--------------------|
| Position Title            | Salary Grade | Monthly Salary            | Incumbent | Date of Appointment   | Performance Rating |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
|                           |              |                           |           |   |                    |
| Prepared by:<br><br>_____ |              | Approved by:<br><br>_____ |           | Date:<br><br>_____  |                    |
| Personnel Officer         |              | Head of Agency            |           |   |                    |