



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compo
Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
lanao.norte@deped.gov.ph



DIVISION MEMORANDUM

No. 246 s. 2022

TO : **All Teaching & Non-Teaching Personnel**
This Division

FROM : *Dr. P. Macason*
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT : **RELEASE & DOWNLOADING OF 1ST HALF SALARY FOR THE MONTH OF MAY & MID-YEAR BONUS FY 2022**

DATE : **May 13, 2022**

1. For the information and guidance of all concerned, the **first half salary for the month of May** per **DepEd Memorandum OUF-2021-0703** will be released and downloaded to their respective accounts on **May 16, 2022**.
2. The **Mid-Year Bonus FY 2022** to all entitled personnel pursuant to **DBM-Budget Circular No. 2017-2** dated May 8, 2017, will also be released and downloaded to their respective accounts on **May 16, 2022**.
3. All concerned may refer to the attached copy of Budget Circular No. 2017-2 dated May 8, 2017 for reference.
4. Immediate and wide dissemination of this Memorandum is desired.



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

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.