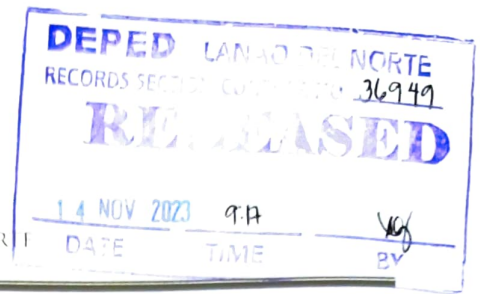




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



Office of the Schools Division Superintendent

November 3, 2023

DIVISION MEMORANDUM
No. 571, s. 2023

RELEASE OF YEAR-END BONUS AND CASH GIFT 2023

To: ALL TEACHING AND NON-TEACHING PERSONNEL
This Division

1. DBM Budget Circular No. 2016-4, entitled "**Updated Rules and Regulations on the Grant of the Year End Bonus and Cash Gift for FY 2016 and Years Thereafter**", is being issued to consolidate and update the policy and procedural guidelines on the grant of the Year-End Bonus and Cash Gift to government personnel for FY 2016 and the years thereafter pursuant to Republic Act (RA) No. 66861, as amended by RA No. 84412, Congress Joint Resolution No. 4, s. 2009, 3 and EO No. 201, s. 2016.
2. This Circular shall apply to (3.1) *all positions for civilian personnel whether regular, contractual, or casual 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 Senate and House of Representatives Joint Resolutions No. 1, series of 1994 and No. 4, series of 2009.*
3. Here are some points for reference:
 - a. The **Year-End Bonus** equivalent to **one (1) month basic pay as of October 31** and **Cash Gift of P5,000** shall be given to entitled government personnel **not earlier than November 15** of the current year, subject to the following conditions:
 - i. Personnel has rendered at least a total or an aggregate of four (4) months of service from January 1 to October 31 of the current year; and
 - ii. Personnel remains to be in the government service as of October 31 of the same year.
 - b. Those who have rendered at least a total or an aggregate of four (4) months of service from January 1 of the current year **but who have retired or separated from government service before October 31** of the same year shall be granted a prorated share of the: a) Year-End Bonus based on the monthly basic pay



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09



Management System
ISO 9001:2015





Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE

immediately preceding the date of retirement or separation; and b) Cash Gift of P5,000, as follows:

Length of Service	Percentage of the Year-End Bonus and Cash Gift
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

- c. Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to October 31 of the current year and **are still in government service as of October 31 of the same year**, shall be entitled **solely to a pro-rated Cash Gift** pursuant to Section 2 of RA No. 8441, as follows:

Length of Service	Percentage of P5,000	Corresponding Amount
3 months but less than 4 months	40%	2,000.00
2 months but less than 3 months	30%	1,500.00
1 month but less than 2 months	20%	1,000.00
Less than one month	10%	500.00

- d. The Year-End Bonus and Cash Gift of personnel transferred from one agency to another shall be paid by the new agency.

4. Details regarding eligibility, exemptions, and other matters are indicated in DBM Budget Circular No. 2016-4, dated April 28, 2016.
5. Immediate dissemination of this memorandum is directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09



Management System
ISO 9001:2015
www.tuv-rheinland.com
00-30-00048282

