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Republic of the Philippines

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO

**Ministry of Finance, and Budget and Management**

Bangsamoro Government Center, Rosary Height VII, Cotabato City

**BANGSAMORO BUDGET CIRCULAR**

No. 2021-12

November 12, 2021

**TO : All Heads of Ministries, BTA Parliament, and Offices of the Bangsamoro Government, Human Resource Management Officers; and All Others Concerned**

**SUBJECT : RULES AND REGULATIONS ON THE GRANT OF THE YEAR-END BONUS AND CASH GIFT FOR FY 2021 AND YEARS THEREAFTER**

**1.0 BACKGROUND**

1.1 Republic Act (RA) No. 11466, s. 2020, entitled "An Act Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits, and for Other Purposes, " provided for the policy of the State to provide all government personnel a just and equitable compensation in accordance with the principle of equal pay for work of equal value. In pursuing this policy, the State shall ensure that:

1.1.1 Differences in pay shall be based upon substantive differences in duties, responsibilities, accountabilities and qualification requirements of the positions.

1.1.2 The compensation for all civilian government personnel shall be standardized and rationalized across all government agencies to create an enabling environment that will promote social justice, integrity, efficiency, productivity, accountability and excellence in the civil service.

1.1.3 The compensation of all civilian personnel shall generally be competitive with those in the private sector doing comparable work in order to attract, retain and motivate a corps of competent and dedicated civil servants.

1.1.4 A performance-based incentive scheme which integrates personnel and organizational performance shall be established to reward exemplary civil servants and well-performing organizations.

1.1.5 The compensation scheme shall take into consideration the financial capability of the government and shall give due regard to the efficient all location of funds for personnel services, which shall be maintained at a realistic level in proportion to the overall expenditure of government.

1.2 RA No. 11466 likewise provides that Mid-Year bonus shall be given in May 15 of every year and that the existing Year-End Bonus and Cash Gift shall be given in November of every year.

## **2.0 PURPOSE**

This Circular is being issued to consolidate and update the policy and procedural guidelines on the grant of the Year-End Bonus and Cash Gift to Bangsamoro Government personnel for FY 2021 and the years thereafter pursuant to Republic Act (RA) No. 6686, as amended by RA No. 8441, Congress Joint Resolution No. 4, s. 2009, and EO No. 201, s. 2016 as amended by RA No. 11466.

## **3.0 COVERAGE**

This Circular shall apply to all positions of civilian personnel, whether regular, casual, or contractual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in the Bangsamoro Government.

## **4.0 EXCLUSIONS**

Excluded from the coverage of this Circular are those hired without employee-employer relationships and funded from non-Personnel Services appropriations/budgets. Said individuals may include, but not limited to, the following:

- 4.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
- 4.2 Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- 4.3 Student workers and apprentices; and
- 4.4 Individuals and groups of people whose services are engaged through job orders, contract of services, or others similarly situated.

## **5.0 DEFINITION OF TERMS**

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

- 5.1 **Monthly basic pay** shall refer to the monthly salary for civilian personnel, including contractual 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).
- 5.2 The **total or aggregate service** required from government personnel for the purpose of the grant of Year-End Bonus and Cash Gift shall include all actual services rendered while occupying a regular, contractual, or casual position in the Bangsamoro Government, including leaves of absence with pay.

## 6.0 GUIDELINES ON THE GRANT OF YEAR-END BONUS AND CASH GIFT

- 6.1 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 Bangsamoro Government personnel **not earlier than November 15** of the current year, subject to the following conditions:
- 6.1.1 Personnel has rendered at least a total or an aggregate of four (4) months of service from January to October 31 of the current year; and
- 6.1.2 Personnel remains to be in the government service as of October 31 of the same year.
- 6.2 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 within the month of retirement or separation, a prorated share of the: a) Year-End Bonus based on the monthly basic pay 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%

- 6.3 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%	P2,000
2 months but less than 3 months	30%	1,500
1 month but less than 2 months	20%	1,000
Less than one month	10%	500

- 6.4 The Year-End Bonus and Cash Gift of personnel hired on part-time service in one or more Ministries/Offices shall be in direct proportion to the number of hours/days of part-time services rendered.
- 6.5 The Year -End Bonus and Cash Gift of personnel on detail with another Ministry/Office shall be paid by the parent Ministry/Office, while those on secondment shall be paid by the recipient Ministry/Office.
- 6.6 The Year-End Bonus and Cash Gift of personnel transferred from one Ministry/Office to another shall be paid by the new Ministry/Office.
- 6.7 A compulsory retiree, whose services have been extended, may be granted Year-End Bonus and Cash Gift, subject to pertinent provisions of this Circular.
- 6.8 Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Year-End Bonus and Cash Gift until found guilty by final and executory judgment, provided that:
- 6.8.1 Those found guilty shall not be entitled to Year-End Bonus and Cash Gift in the year of finality of the decision. The personnel shall return the Year-End Bonus and Cash Gift received for that year.
- 6.8.2 If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Year-End Bonus and Cash Gift.

## 7.0 FUND SOURCE

- 7.1 The amounts required for the payment of the Year-End Bonus and Cash Gift for personnel occupying regular positions shall be charged against Ministry/Office appropriations in the annual General Appropriations Act of the Bangsamoro (GAAB).

7.2 The amounts required for the grant of Year-End Bonus and Cash Gift to casual and contractual personnel in the Bangsamoro Government shall be charged against Ministry/Office lump sum appropriations in the annual GAAB.

## 8.0 RELEASE OF FUNDS

8.1 All filled positions of the Ministry/Office will form part of the for Comprehensive Release (FCR) Funds. These funds will automatically be released to the Ministry/Office through the GAAB as Allotment Order.

8.1 The unfilled portion of the Ministry/Office will form part of the for Later Release (FLR) Funds. FLR PS shall only be released to the Ministry/Office when positions are filled up and upon submission of documentary requirements as provided under the Procedural Guidelines 5.0 of BBC No. 2021-04.

## 9.0 RESPONSIBILITY OF MINISTRIES/OFFICES

Ministries/Offices shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment 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 provision of this Circular shall be referred to the MFBM for resolution.

## 11.0 EFFECTIVITY

This Circular shall take effect immediately.

  
**AHOD B. EBRAHIM**  
BARMM Chief Minister  
Concurrent Minister, MFBM 