



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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. 2 0 2 2 0 1 4

27 December 2022  
3 Jumada Al-Thani 1444

**TO : All Heads of Ministries, Parliament, and Offices of the Bangsamoro Government, and All Others Concerned**

**SUBJECT : GUIDELINES ON THE GRANT OF GRATUITY PAY TO CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS IN THE BANGSAMORO GOVERNMENT FOR FISCAL YEAR 2022**

**1.0 BACKGROUND**

- 1.1 Administrative Order (AO) No. 03 of President Ferdinand R. Marcos Jr. dated December 16, 2022 authorized the grant of the Gratuity Pay for FY 2022 at a uniform amount not exceeding **Five Thousand Pesos (P5,000)** for workers whose services are directly engaged through COS and JO by the Bangsamoro Autonomous Government.
- 1.2 The gratuity pay for FY 2022 is being granted to COS and JO workers in recognition of their hard work in implementing programs, projects and activities, and pivotal role in the delivery of government services amidst of the ongoing COVID-19 pandemic and present socio-economic challenges.

**2.0 PURPOSE**

This Circular is issued to prescribe guidelines on the grant and the funding of the gratuity pay for FY 2022 pursuant to AO No. 03, s. 2022.

**3.0 COVERAGE**

This Circular covers all workers whose services are directly engaged through COS and JO by the Ministries and Offices of the Bangsamoro Government.

**4.0 EXCLUSIONS**

Workers hired through institutional COS who are assigned in government agencies are excluded from the grant of the one-time gratuity pay.

The contractor or service provider shall be responsible for providing the institutional COS workers with compensation and benefits compliant with existing

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labor law, including the necessary social security and other benefits mandated by law.

## **5.0 CONDITIONS AND GUIDELINES ON THE GRANT OF THE ONE-TIME GRATUITY PAY**

The grant of the Gratuity Pay shall be subject to the following conditions and guidelines:

5.1 The grant of one-time Gratuity Pay to COS and JO workers not exceeding Five Thousand Pesos (P5,000) shall be subject to the following conditions:

5.1.1 The COS and JO workers rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of services, as stipulated in their respective contracts, as of December 15, 2022;

5.1.2 The contracts of the COS and JO workers are still effective as of December 15, 2022;

5.2 For COS and JO workers who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of December 15, 2022, and whose contracts are still effective as of same date, shall be granted the gratuity pay, on a pro-rata basis, as follows:

<b>Length of Service</b>	<b>Amount of gratuity pay</b>
3 months or more but less than 4 months	Not exceeding P4,000
2 months or more but less than 3 months	Not exceeding P3,000
Less than 2 months	Not exceeding P2,000

5.3 For purposes of this Circular, actual service shall refer to services rendered on-site, i.e., the COS and JO workers physically report for work at their designated stations. Subject to the discretion of the Agency Head, services rendered by COS and JO workers offsite during the period of community quarantine/alert level, e.g., work from home arrangement, may also be considered as actual service.

## **6.0 FUND SOURCE**

6.1 The funds required for the Gratuity Pay shall be charged against the available Maintenance and Other Operating Expenses (MOOE) allotment of the respective Ministries/Offices subject to the approval of the Minister or Head of Office/Agency.

6.2 Should the identified funding source prove insufficient to cover the full amount of the Gratuity Pay, a lower but uniform amount may be granted for all qualified personnel in the Ministry/Office concerned.



## 7.0 REPORTORIAL REQUIREMENTS

- 7.1 Each Ministry shall submit to the Ministry of Finance and Budget and Management (MFBM) not later than December 29, 2022, the signed hard copy of Report on the Payment of One-Time Gratuity Pay FY 2022 following the template in Annex "A".
- 7.2 In this regard, the Ministries and Offices shall also send the scanned copy of the duly signed report via email thru: [budgetexecution.mfbm@gmail.com](mailto:budgetexecution.mfbm@gmail.com).

## 8.0 PAYMENT OF THE GRATUITY PAY

The payment of the Gratuity Pay to all qualified Bangsamoro Government employees shall not be earlier than December 27, 2022 and not later than January 15, 2023.

## 9.0 RESPONSIBILITY OF MINISTERS/HEAD OF OFFICES

Ministers/Head of Offices shall be responsible for the proper implementation of the provisions of this Circular. They shall be held liable for any payment not in accordance with the provisions hereof 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 MFBM for resolution.

## 11.0 EFFECTIVITY

This Circular shall take effect immediately.

MINISTRY OF FINANCE, AND  
BUDGET AND MANAGEMENT-BARMM

  
UBAIDA C. PACASEM  
Minister



**RELEASED**

BY:  DATE: 12/27/22 TIME: 1:37



**Report on the Payment of One-Time Gratuity Pay  
to COS and JO Workers  
FY2022**

Ministry/Office: \_\_\_\_\_

Length of Service	No.	COS or JO?	Name	Date of Effectivity of Contract		Amount (PhP)
				From	To	
<b>At least 4 months in service</b>						
	1	COS	Abdul, Adam	07/01/2022	12/31/2022	P 5,000
	2					
	3					
Total	XXX					P XXX,XXX-
<b>3 months or more but less than 4 months</b>						
	1					
	2					
	3					
Total						
<b>2 months or more but less than 3 months</b>						
	1					
	2					
	3					
Total						
<b>Less than 2 months</b>						
	1					
	2					
	3					
Total						

Total No. of COS and JO Workers to be paid: \_\_\_\_\_  
Grand Total Amount of Gratuity Pay: \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Head, Finance/Administrative Unit

Certified Correct:

\_\_\_\_\_  
Minister/Head of Office