



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. **2023-02**

3 January 2023  
10 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 THE ONE-TIME ECONOMIC RELIEF SUBSIDY (ERS) TO CONTRACT OF SERVICE AND JOB ORDERS IN THE BANGSAMORO GOVERNMENT**

**1.0 BACKGROUND**

- 1.1 The Chief Minister Ahod Balawag Ebrahim issued Administrative Order No. 0005 s. 2022 dated December 23, 2022 authorizing the grant of the Economic Relief Subsidy (ERS) at a uniform amount not exceeding Five Thousand Pesos (P5,000) for each qualified Contract of Service (COS) and Job Order (JO) worker.
- 1.2 The one-time ERS for qualified COS and JO workers for FY 2022 is being granted to help alleviate the adverse socio-economic ramifications being experienced by the COS and JO workers as consequences of the pandemic and the natural calamities.

**2.0 PURPOSE**

This Circular is issued to prescribe guidelines on the grant and the funding of the one-time ERS to COS and JO workers pursuant to Administrative Order No. 0005 issued by the Chief Minister.

**3.0 COVERAGE**

This Circular covers all workers funded by the Fiscal Year 2022 General Appropriations Act of the Bangsamoro, and whose services are directly engaged through COS and JO by the Ministries and Offices of the Bangsamoro Government, including the Bangsamoro Transition Authority Parliament.

**4.0 EXCLUSIONS**

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

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

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

5.1 The grant of one-time ERS to COS and JO workers with an amount 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 ERS, on a pro-rata basis, as follows:

<b>Length of Service</b>	<b>Amount of ERS</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 Funds needed to implement this Order shall be chargeable against the Contingent Fund under Item XXXI of Bangsamoro Autonomy Act No. 23 otherwise known as the General Appropriations Act of the Bangsamoro for Fiscal Year 2022.

6.2 The release of fund is subject to the approval of the Chief Minister upon submission by the Ministry/Office of the reportorial requirements indicated in Item 7.0 of this Guidelines, and the review and technical assessment of such reports by the MFBM.

6.3 The payment of the one-time ERS shall be made not later than January 31, 2023.

## 7.0 REPORTORIAL REQUIREMENTS

7.1 Each Ministry shall submit to the Office of the Chief Minister not later than January 9, 2023, request for additional funds charged to the Contingent Fund and the signed hard copy of Report on the Workers eligible of One-Time Economic Relief Subsidy FY 2022 following the template in Annex "A".

7.2 The Office of the Chief Minister shall endorse the approved request for additional funds to MFBM subject to assessment.

7.3 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 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.

## 9.0 RESOLUTION OF CASES

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

## 10.0 EFFECTIVITY

This Circular shall take effect immediately.

  
**UBAIDA C. PACASEM**  
Minister



MINISTRY OF FINANCE, AND  
BUDGET AND MANAGEMENT - BARMM

**RELEASED**

BY: PD DATE: 1/04/2023 TIME: 1:14

**Report on the Workers eligible of One-Time Economic Relief Subsidy  
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 ERS: \_\_\_\_\_

Submitted by:

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

Certified Correct:

\_\_\_\_\_  
Head of Ministry/Office