



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



**BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO  
MINISTRY OF FINANCE, AND BUDGET AND MANAGEMENT  
BANGSAMORO GOVERNMENT CENTER, COTABATO CITY**

**BANGSAMORO BUDGET CIRCULAR**

**No. 2023-14**

18 December 2023

*5 Jumada al-Akhira 1445*

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

**SUBJECT : GUIDELINES ON THE GRANT OF ONE-TIME APPRECIATION FOR THE BANGSAMORO EXCELLENCE – SERVICE RECOGNITION INCENTIVE (ABE-SRI) TO ALL QUALIFIED PERSONNEL OF THE MINISTRIES, OFFICES, AND AGENCIES OF THE BANGSAMORO GOVERNMENT FOR FISCAL YEAR 2023**

**1.0 BACKGROUND**

- 1.1 Administrative Order (AO) No. 12<sup>1</sup> of President Ferdinand R. Marcos Jr., dated December 7, 2023 authorized the grant of the one-time Service Recognition Incentive (SRI) for FY 2023 at a uniform amount not exceeding **Twenty Thousand Pesos (P20,000)** for each qualified government personnel.
- 1.2 Chief Minister Ahod Balawag Ebrahim subsequently issued Administrative Order (AO) No. 006<sup>2</sup> authorizing the grant of a one-time Appreciation for the Bangsamoro Excellence - Service Recognition

<sup>1</sup>AO No. 12, Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023, dated December 7, 2023.

<sup>2</sup>AO No. 006, Authorizing the Grant of Appreciation for Bangsamoro Excellence Service Recognition Incentive to All Qualified Personnel of Ministries, Offices, and Agencies of the Bangsamoro Government for Fiscal Year 2023, dated December 15, 2023.

Incentive (ABE-SRI) for FY 2023 at a uniform amount not exceeding **Twenty Thousand Pesos (P20,000)** for each qualified Bangsamoro Government personnel.

- 1.3 The one-time ABE-SRI for FY 2023 is being granted to government employees as a well-deserved recognition of their hard work in implementing programs, activities, and projects of the various Ministries, Offices, and Agencies in pursuing the objectives, commitments, targets, and deliverables under the Bangsamoro Development Plan 2023-2028 and the 12-Point Priority Agenda of the Chief Minister.

## **2.0 PURPOSE**

This Circular is issued to prescribe guidelines on the grant and the funding of the one-time ABE-SRI for FY 2023 pursuant to AO No. 006, s. 2023.

## **3.0 COVERAGE**

This Circular covers all qualified officials and employees occupying regular, temporary, co-terminus, casual or contractual positions in the Ministries, Offices, and Agencies (M/O/As) in the BARMM with compensation sourced from the General Appropriations Act of the Bangsamoro (GAAB).

## **4.0 EXCLUSIONS**

Those engaged without an employer-employee relationship and whose compensation is funded from non-Personnel Services (PS) appropriations/budgets are excluded from the grant of the ABE-SRI, such as:

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

## 5.0 CONDITIONS AND GUIDELINES ON THE GRANT OF THE ONE-TIME ABE-SRI

The grant of the one-time ABE-SRI shall be subject to the following conditions and guidelines:

- 5.1 The civilian personnel are occupying regular, temporary, co-terminus, contractual or casual positions.
- 5.2 The personnel are still in government service as of 30 November 2023.
- 5.3 The personnel/worker has rendered at least a total or an aggregate of four (4) months of satisfactory service as of 30 November 2023, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission.
- 5.4 Those who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of 30 November 2023 shall be entitled to a pro-rated share of the ABE-SRI, as follows:

Length of Service	Percentage of Incentive
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

- 5.5 The employee has not received any additional year-end benefit in FY 2023 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.
- 5.6 The personnel have not been found guilty of any administrative or criminal cases by final and executory judgment in FY 2023. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the ABE-SRI.
- 5.7 The ABE-SRI of an employee on a part-time basis shall be pro-rated, corresponding to the services rendered. If employed on a part-time basis with two (2) or more M/O/As, an employee shall be entitled to proportionate amounts corresponding to the services in each M/O/A, provided that the total ABE-SRI shall not exceed the authorized amount.

- 5.8 The ABE-SRI of an employee who transferred from one M/O/A to another shall be granted by the new M/O/A.
- 5.9 The ABE-SRI of an employee on detail to another M/O/A shall be granted by the parent M/O/A.
- 5.10 A compulsory retiree, on service extension as of November 30, 2023, may be granted the ABE-SRI, subject to the pertinent conditions and guidelines under this Circular.

## 6.0 FUND SOURCE

The funding source and release for the grant of the ABE-SRI to employees shall be governed by the following:

- 6.1 The amount required for the SRI shall be charged against the available released Personnel Services (PS) allotments of the respective M/O/As.

In case of deficiency, the amount required may be charged against the unreleased PS allotments of the respective M/O/As upon submission of the following attachments:

- a. An approved List of Personnel with Item Number, Status of Appointment, Date of Appointment, and Amount required for ABE-SRI prepared by the Head of HR and approved by the Minister/Head of Office/Agency;
  - b. Computation of the requested amount (Available PS allotment vs amount required for SRI); and
  - c. Budget Execution Document No. 3.
- 6.2 Should the M/O/A's PS appropriations prove insufficient to cover the full amount of the SRI, M/O/As may request additional funds to cover the deficiency subject to the approval of the Chief Minister (CM).

The request for additional funds shall include the following as attachments:

- a. An approved List of Employees with Item Number, Status of Appointment, Date of Appointment, and the amount required for ABE-SRI prepared by the Head of HR and approved by the Minister/Head of Office/Agency;
- b. Computation of the requested amount (Available PS allotment vs amount required for SRI); and
- c. Budget Execution Document No. 3.

## 7.0 PAYMENT OF THE ABE-SRI for FY 2023

The payment of the ABE-SRI to all qualified Bangsamoro Government personnel and workers shall not be earlier than December 15, 2023, but no later than **January 15, 2024.**

## 8.0 REPORTORIAL REQUIREMENTS

8.1 Each Ministry shall submit to the Ministry of Finance, and Budget and Management (MFBM) the signed hard copy of the Report on the Payment of ABE-SRI for FY 2023 following the template in "Annex A", not later than January 31, 2024.

8.2 In this regard, the M/O/As shall also send the scanned copy of the duly signed report via email through [budgetexecution.mfbm@gmail.com](mailto:budgetexecution.mfbm@gmail.com).

## 9.0 RESPONSIBILITY OF MINISTERS/HEAD OF OFFICES AND AGENCIES


Ministers/Head of Offices and Agencies 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.

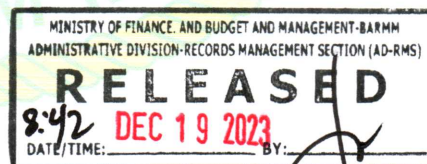
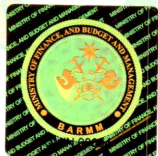
## 10.0 RESOLUTION OF CASES

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.

  
**UBAIDA C. PACASEM**  
Minister



**Annex A.****Report on the Payment of One-Time ABE-Service Recognition Incentive for  
FY 2023**

Ministry, Office, or Agency: \_\_\_\_\_

Name of Employees	Position/ Status of Appointment	Amount
1.		
2.		

Certified Correct:

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

Approved:

\_\_\_\_\_  
Minister/Head of Office or Agency