



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. **2022-06**

13 April 2022
11 Ramadhan 1443

TO : All Heads of Ministries, BTA Parliament, and Offices of the Bangsamoro Government, Accountants, Budget Officers; and All Others Concerned

SUBJECT : RULES AND REGULATIONS ON THE GRANT OF MID-YEAR BONUS FOR TO CIVILIAN PERSONNEL IN THE BANGSAMORO GOVERNMENT

1.0 BACKGROUND

This Circular is issued to prescribe the rules and regulations on the grant of the Mid-Year Bonus to government personnel pursuant to Executive Order (EO) No. 201, s. 2016, entitled "Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel,".

2.0 COVERAGE

This Circular covers all positions for 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.

3.0 EXCLUSIONS

Excluded from the coverage of this Circular are those individuals engaged without employee-employer relationships and funded from non-Personnel Services appropriations/budgets, as follows:

- 3.1 Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- 3.2 Laborers engaged through job contracts (*pakyaw*) and those paid on piecework bases;
- 3.3 Student laborers and apprentices; and

- 3.4 Those whose services are engaged through job orders, contracts of service, or others similarly situated.

4.0 DEFINITION OF TERMS

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

- 4.1 **Monthly basic pay** shall refer to the monthly salary for regular and contractual civilian personnel; and 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).
- 4.2 The **total or aggregate service** required from government personnel for purposes of the grant of the Mid-Year Bonus shall include all actual services rendered, whether continuous or intermittent, while occupying a regular, contractual, or casual position in the Bangsamoro government, including leaves of absence with pay.

5.0 GUIDELINES ON THE GRANT OF THE MID-YEAR BONUS

- 5.1 The **Mid-Year Bonus** equivalent to one (1) month basic pay as of May 15 shall be given to entitled personnel **not earlier than May 15** of the current year, subject to the following conditions:
- 5.1.1 Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;
- 5.1.2 Personnel remains to be in the government service as of May 15 of the current year; and
- 5.1.3 Personnel has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total or aggregate service under Item 5.1.1 hereof is complied with.
- 5.2 Those who have rendered a total or an aggregate of less than four (4) months of service from July 1 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid-Year Bonus.
- 5.3 The Mid-Year Bonus of personnel hired on part-time service in one or more Ministries and Offices shall be in direct proportion to the number of hours/days of part-time services rendered.

- 5.4 The Mid-Year Bonus of those on detail to another Ministry/Office shall be paid by the parent Ministry/Office, while those on secondment shall be paid by the recipient Ministry/Office.
- 5.5 The Mid-Year Bonus of personnel who transferred from one Ministry/Office to another shall be paid by the new Ministry/Office.
- 5.6 A compulsory retiree, whose services have been extended, may be granted Mid-Year Bonus, subject to the pertinent provisions of this Circular.
- 5.7 Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Mid-Year Bonus until found guilty by final and executory judgment. Provided, that:
- 5.7.1 Those found guilty shall not be entitled to Mid-Year Bonus in the year of finality of the decision. The personnel shall refund the Mid-Year Bonus received for that year.
- 5.7.2 If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Mid-Year Bonus.

6.0 FUND SOURCES

- 6.1 The amounts required for the grant of Mid-Year Bonus to personnel of Bangsamoro government shall be charged against the Ministry/Office budgets authorized under the General Appropriations Act of the Bangsamoro (GAAB), and released, subject to applicable budgeting rules and regulations.
- 6.2 The amounts required for the payment of Mid-Year Bonus to casual and contractual personnel whose salaries and wages are drawn from the lump-sum appropriations for non-itemized positions shall be sourced from the said Ministry/Office lump-sum appropriations.

7.0 RESPONSIBILITY OF MINISTRIES AND OFFICES

Ministries and Offices shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment of Mid-Year Bonus not in accordance with the provisions of this Circular, without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

8.0 RESOLUTION OF CASES

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

9.0 EFFECTIVITY

This Circular shall take effect immediately.

UBAIDA C. PACASEM
Minister

