



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 3

22 December 2022

28 Jumada Al-Awwal 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 SERVICE RECOGNITION INCENTIVE (SRI) TO BANGSAMORO GOVERNMENT EMPLOYEES FOR FY 2022

1.0 BACKGROUND

- 1.1 Administrative Order (AO) No. 01 of President Ferdinand R. Marcos Jr. dated December 16, 2022 authorized the grant of the one-time Service Recognition Incentive (SRI) for FY 2022 at a uniform amount not exceeding **Twenty Thousand Pesos (P20,000)** for each qualified government employee.
- 1.2 The one-time SRI for FY 2022 is being granted to government employees in recognition of their collective and invaluable contribution to the government's continuing efforts to ensure the responsive delivery of services to the public, especially in the midst of the continuing public health emergency due to the COVID-19 pandemic and other socio-economic challenges.

2.0 PURPOSE

This Circular is issued to prescribe guidelines on the grant and the funding of the SRI for FY 2022 pursuant to AO No. 01, s. 2022.

3.0 COVERAGE

This Circular covers all personnel of the Bangsamoro Government occupying regular, contractual or casual positions.

4.0 EXCLUSIONS

Those engaged without an employer-employee relationship and whose compensation are not funded from Personnel Services (PS) appropriations/budgets are excluded from the grant of the 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 *pakyaw* contracts 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, contracts of service, or others similarly situated.

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

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

- 5.1 The personnel are occupying regular, contractual or casual positions.
- 5.2 The personnel are still in the service as of **November 30, 2022**.
- 5.3 The personnel have **rendered at least a total or an aggregate of four (4) months of satisfactory service** as of November 30, 2022, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission.
- 5.4 The employees who have rendered **less than a total or an aggregate of four (4) months of service** as of November 30, 2022 shall be entitled to a pro-rated share of the SRI, as follows:

Length of Service	Percentage of the 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 employees have not received any additional year-end benefit in FY 2022 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 2022. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the SRI.
- 5.7 The SRI of an employee on part-time basis shall be pro-rated corresponding to the services rendered. If employed on part-time basis with two (2) or more Ministries/Offices, an employee shall be entitled to proportionate amounts corresponding to the services in each Ministry/Office, provided that the total SRI shall not exceed the authorized amount.
- 5.8 The SRI of an employee who transferred from one Ministry/Office to another shall be granted by the new Ministry/Office.
- 5.9 The SRI of an employee on detail to another Ministry/Office shall be granted by the parent Ministry/Office.

- 5.10 A compulsory retiree, on service extension as of November 30, 2022, may be granted the SRI, subject to the pertinent conditions and guidelines under this Circular.

6.0 FUND SOURCE

- 6.1 The amount required for the SRI shall be charged against the available released PS allotments of the respective Ministries/Offices under the FY 2022 General Appropriations Act of the Bangsamoro (GAAB).

In case of deficiency, the amount required may be charged against their respective Maintenance and Other Operating Expenses allotment, subject to the rules on modification in the allotment under Section 56 of the General Provisions under the FY 2022 GAAB, and other pertinent budgeting, accounting, and auditing rules and regulations.

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

7.0 PAYMENT OF THE SRI

The payment of the SRI to all qualified Bangsamoro Government employees shall not be earlier than December 22, 2022.

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

DATE:

12/22/2022

TIME:

3:49