



DIVISION MEMORANDUM

No. 254 s. 2018

DEPED-NUEVA ECIJA
RELEASED
 OCT 08 2018

RECORDS SECTION

TO : **Public Schools District Supervisors**
Secondary School Principals with/without Fiscal Autonomy

FROM : **RONALDO A. POZON, Ph.D., CESO V**
 Schools Division Superintendent

SUBJECT : **SUBMISSION OF PAYROLL FOR YEAR-END BONUS CY 2018**

DATE : October 03, 2018

As per Budget Circular No. 2016 – 4 issued by the Department of Budget and Management dated April 28, 2016 which prescribes the rules and regulations on the grant of the **Year-End Bonus and Cash Gift to Government Personnel** pursuant to Executive Order (EO) No. 201, s.2016, the following are the highlights:

1. The Year-End Bonus equivalent to **one (1) month basic pay as of October 31 and Cash Gift of P5,000.00** shall be given to entitled government personnel **not earlier than November 15** of the current year, subject to the following conditions:
 - 1.1 Personnel has rendered at least a **total or an aggregate of four (4) months** of service from January 1 to October 31 of the current year; and
 - 1.2 Personnel **remains to be in the government service as of October 31** of the same year.
2. Those who have rendered at least a total or an aggregate of four (4) months of service from January 1 of the current year but who have **retired or separated from government service before October 31 of the same year shall be granted within the month of retirement or separation, a prorated share** of the: a) Year-End Bonus based on the monthly basic pay; and b) Cash Gift of P5,000.00, as follows:

Length of Service	Percentage of the Year-End Bonus and Cash Gift	Effective Date of Retirement
4 months but less than 5 months	50%	May 1 – May 31
5 months but less than 6 months	60%	June 1 – June 30
6 months but less than 7 months	70%	July 1 – July 31
7 months but less than 8 months	80%	August 1 – August 31
8 months but less than 9 months	90%	September 1 – September 30
9 months but less than 10 months	95%	October 1 – October 31





3. Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to October 31 of the current year and are still in government service as of October 31 of the same year, shall be entitled solely to a pro-rated Cash Gift pursuant to Section 2 of RA no. 8441, as follows:

Length of Service	Percentage of P5,000.00	Corresponding Amount	Date of Appointment
3 months but less than 4 months	40%	P 2,000.00	July 2 – August 1
2 months but less than 3 months	30%	P 1,500.00	August 2 – September 1
1 month but less than 2 months	20%	P 1,000.00	September 2 – October 1
less than one month	10%	P 500.00	October 2 – October 31

4. The Year-End Bonus and Cash Gift of personnel transferred from one agency to another shall be paid by the new agency.
5. Those who are formally charged administrative and/or criminal cases which are still pending for resolution shall be entitled to Year-End Bonus and Cash Gift until found guilty by final and executor judgment.

Deadline of submission of Year-End Bonus Payroll for FY 2018 must be **on or before October 12, 2018**.

Please see attached format of payroll and other supporting documents.

For strict compliance.

