



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



December 5, 2018

DIVISION MEMORANDUM

No. 863, s. 2018

GUIDELINES ON THE GRANT OF ANNIVERSARY BONUS

**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDSs)/District Caretakers/OICs
Principal/Heads of Elementary and Secondary Schools
Teachers, Non-Teaching Staff and All Others Concerned**

1. Please find herewith the attached guidelines on the grant of ANNIVERSARY BONUS. Specific attention is called to paragraph C, on exemptions stating those who fall under circumstances not covered by anniversary bonus.
2. The field is requested to submit list of AWOL employees for counter-checking purposes. Kindly submit the report/list of AWOL to the ACCOUNTING OFFICE on or before **December 12, 2018**.
3. For information and compliance of all concerned.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

GUIDELINES ON THE GRANT OF ANNIVERSARY BONUS

A. LEGAL BASES

1. Administrative Order No. 263, dated March 28, 1996, *Authorizing the Grant of Anniversary Bonus to Officials and Employees of Government Entities*, and Department of Budget and Management's (DBM's) National Budget Circular (NBC) No. 452, dated May 20, 1996, *Amplifying and Clarifying the Implementation of the Grant of Anniversary Bonus to Officials and Employees of Government Entities*, state that government entities are authorized to celebrate and commemorate anniversaries with the traditional grant of Anniversary Bonus (AB) to their officials and employees, that is, starting from the fifteenth (15th) anniversary of the government agency and every fifth (5th) year thereafter, and Administrative Order No. 322 dated March 20, 1997, *Authorizing Certain Government Agencies to Undertake Activities in Preparation for their Centennial Anniversary Celebrations in 1997, 1998 and 1999*.

B. COVERAGE

1. All DepEd personnel who are employed on a full-time or regular, part-time basis or under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee, and whose salaries/wages are being charged against the budgetary allocation for Personnel Services, and have rendered at least one (1) year of service as of the date of the milestone year are eligible to the grant of the AB.

C. EXEMPTIONS

1. The officials and employees who fall under the following circumstances are not covered by the grant of AB:

- a. Those who are on absence without leave (AWOL) as of June 23 of the milestone year for which the AB is being paid;
- b. Those who are no longer in the service as of June 23 of the milestone year;
- c. Officials and employees who are found guilty of any offense in connection with their work during the 5-year interval between milestone years; and
- d. Consultants, Contracts of Service, Job Orders, and others similarly situated.

D. RULES AND REGULATIONS

1. The payment of the AB to the officials and employees of DepEd shall be in the amount not exceeding PhP3,000 per personnel provided that the employee has rendered at least one (1) year of service in the Department as of June 23 of the milestone year.