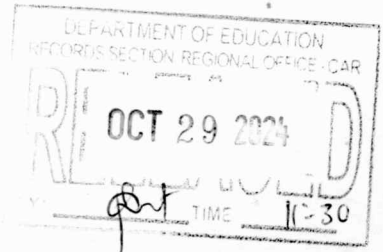




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



October 28, 2024

REGIONAL MEMORANDUM

No. 769.2024

DISSEMINATION OF MEMORANDUM OUF-OUHROD-2024-2133 "ADVISORY ON THE PROCESSING AND PAYMENT OF FISCAL YEAR (FY) 2024 YEAR-END BONUS AND CASH GIFT"

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

- Attached is Memorandum OUF-OUHROD-2024-2133 dated October 28, 2024, titled *Advisory on the Processing and Payment of Fiscal Year (FY) 2024 Year-End Bonus and Cash Gift*, details of which are stated herein.
- Further, per DBM Budget Circular No 2024-3, **Year-End Bonus equivalent to one (1) basic pay as of October 31 and a Cash Gift of P5,000.00 be given to entitled government personnel simultaneously with the first agency payroll for November of the current year.**
- For more details, kindly contact the **Administrative Services Division** at Tel. No. **422-1318 or 422-1804** or through email at car.admin@deped.gov.ph.
- For immediate dissemination and compliance of the concerned.

Digitally signed by ESTELA P.
 LEON-CARIÑO EdD, CESO III
 Date: 2024.10.29 10:52:45
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ESTELA P. LEON - CARINO EdD, CESO III
 Director IV/Regional Director

ASD/MAB/mpc 10.28.24
 Year-End Bonus and Cash Gift



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

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DepEd Tayo Cordillera <https://depedcar.ph>



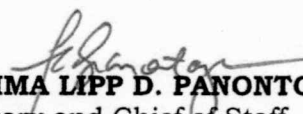
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY

MEMORANDUM
OUF-OUHROD-2024- 2133

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
HEADS OF FINANCE DIVISIONS/UNITS
ALL OTHERS CONCERNED

FROM : 
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Officer-in-charge, Office of the Undersecretary for Finance


WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : ADVISORY ON THE PROCESSING AND PAYMENT OF
FISCAL YEAR (FY) 2024 YEAR-END BONUS AND CASH
GIFT

DATE : OCTOBER 28, 2024

- 1.0. This refers to the Department of Budget and Management (DBM) Budget Circular No. 2024-3 dated October 22, 2024, which refers to the directive for the **Year-End Bonus equivalent to one (1) month basic pay as of October 31 and a Cash Gift of P5,000.00 be given to entitled government personnel simultaneously with the first agency payroll for November of the current year**, based on the following conditions:
- 1.1. Personnel has rendered at least a total or an aggregate of four (4) months of service from January 1, 2024 to October 31, 2024;
 - 1.2. Personnel remains in the government service as of October 31, 2024
 - 1.3. Personnel who has rendered at least a total or an aggregate of four (4) months of service from January 1 of the current year but has 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:
 - 1.3.1. Year-End Bonus based on the monthly basic pay immediately preceding the date of retirement or separation; and

1.3.2. Cash Gift of P5,000, as follows:

LENGTH OF SERVICE	PERCENTAGE OF THE YEAR-END BONUS AND CASH GIFT
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

- 1.4. Personnel who has 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 prorated Cash Gift under Section 2 of Republic Act No. 8441, as follows:

LENGTH OF SERVICE	PERCENTAGE OF P5,000.00	CORRESPONDING AMOUNT
3 months but less than 4 months	40%	P2,000.00
2 months but less than 3 months	30%	P1,500.00
1 months but less than 2 months	20%	P1,000.00
Less than 1 month	10%	P 500.00

- 1.5. The Year-End Bonus and Cash Gift for personnel hired on part-time basis in one or more agencies shall be in direct proportion to the number of hours/days of part-time service rendered.
- 1.6. The Year-End Bonus and Cash Gift for personnel on detail with another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency.
- 1.7. The Year-End Bonus and Cash Gift for personnel transferred from one agency to another shall be paid by the new agency.
- 1.8. A compulsory retiree whose services have been extended, may be granted a Year-End Bonus and Cash Gift, subject to pertinent provisions of the DBM Budget Circular 2016-4.
- 1.9. Personnel who are formally charged with administrative and/or criminal cases that are still pending resolution shall be entitled to a Year-End Bonus and Cash Gift until found guilty by final and executory judgment, provided that:
- 1.9.1. Those found guilty shall not be entitled to a Year-End Bonus and Cash Gift in the year the decision becomes final.
 - 1.9.2. The personnel shall refund the Year-End Bonus and Cash Gift received for that year.
 - 1.9.3. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Year-End Bonus and Cash Gift.

2.0. Consistent with the Department of Budget and Management (DBM) Budget Circular No. 2016-4, which provides for the updated rules and regulations on the grant of the Year-End Bonus and Cash Gift, the following are the entitled government personnel under this issuance:

- All positions for civilian personnel whether regular, contractual, or casual in nature, full-time or part-time, in the Department.

The following are excluded, and therefore, not considered entitled government personnel:

- Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
- Laborers hired through job contracts (pakyaw) and those paid on a piecework basis;
- Student laborers and apprentices;
- Individuals and groups of people whose services are engaged through job orders, contract of services, or others similarly situated; and
- All those hired without employer-employee relationships and funded from non-Personnel Services appropriations/budget.

For your guidance and immediate processing of payroll.

cc: **OFFICE OF THE SECRETARY
UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS**