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SUBJECT : Guidelines on the Grant of  
35<sup>th</sup> Milestone Anniversary Bonus

Pursuant to Administrative Order No. 263 from the Office of the President dated March 28, 1996, authorizing the grant of anniversary bonus to officials and employees of government entities and for proper interpretation of its provisions, the following guidelines/rules are hereby issued to govern the implementation thereof:

I. Terms of Reference

1. A frontline bureau or entity created as such under a distinct enabling act or law, and thus, deemed as an institution in its own right shall be considered a distinct and separate agency for purposes of this benefit, notwithstanding the fact that it had since been organizationally integrated with a department or office.

Thus, attached agencies such as NCWDP and Intercountry Adoption Board (ICAB), created as such under a distinct enabling law, shall be considered as an institution in its own right and may grant the anniversary bonus this CY 2003, subject to the same conditions specified in AO No. 263.

2. The Anniversary Bonus authorized shall be granted only during milestone year. A milestone year refers to the 15<sup>th</sup> anniversary and to every fifth year thereafter.

Thus, in the case of DSWD:

MILESTONE	DATE
1 <sup>st</sup>	May 25, 1983 - 15 <sup>th</sup> Anniversary
2 <sup>nd</sup>	May 25, 1988 - 20 <sup>th</sup> Anniversary
3 <sup>rd</sup>	May 25, 1993 - 25 <sup>th</sup> Anniversary
4 <sup>th</sup>	May 25, 1998 - 30 <sup>th</sup> Anniversary
5 <sup>th</sup>	May 25, 2003 - 35 <sup>th</sup> Anniversary
	and so forth (every 5 <sup>th</sup> year)

**3. Application of the Rules and Regulations In AO No. 263**

**1. Section 2.5 of the rules and regulations provides that the anniversary bonus shall be paid "...in an amount not exceeding P3,000.00 each employee; Provided that the employee has rendered at least one (1) year service in the same agency as of the date of the milestone year." Thus:**

1.1 Those who served at least one (1) year at DSWD or have been appointed/hired as of May 25, 2002, shall be entitled to this Bonus.

1.2 Those who retired or will retire after May 25, 2003 are eligible for entitlement of the anniversary bonus during the 35<sup>th</sup> milestone year.

**2. Government personnel who have been found guilty of any offense in connection with their work during the five year interval between milestone years shall not be entitled to the immediately succeeding anniversary bonus.**

The milestone years as defined in 2.4 of the rules and regulations in AO No. 263 refers to the "15<sup>th</sup> anniversary and to every fifth year thereafter." Thus, any staff found guilty administratively between the years 1998 to 2003 shall not be entitled to the 2003 Anniversary Bonus.

**4. PAYMENT OF THE BONUS**

**a. For the purpose of this Memorandum, the allowable bonus of P3,000.00 may be paid in lump sum or staggered, subject to availability of savings.**

Provided that:

a) All authorized mandatory expenses shall have been paid first;  
b) No other bonus or allowances or whatever name it may be called of similar nature which relate or in connection with an entity's anniversary shall be granted.

**b. An employee may receive the Anniversary Bonus only once every five years, regardless of transfers from one government entity to another, subject to the conditions specified therein and in consonance with AO No. 263.**

This Circular takes effect June 6, 2003 and shall continue to be in force and in effect until revoked. Previous issuances contrary to or inconsistent herewith are hereby repealed, modified or amended accordingly.

  
**CORAZON JULIANO SOLIMAN**  
Secretary

LFP/RFL/GEF/caa

