



Republic of the Philippines
Department of Social Welfare and Development
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LEGAL OFFICE
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MEMORANDUM CIRCULAR

No. 21
Series of 2003

SUBJECT: GUIDELINES ON THE PAYMENT IN CASH OF CLOTHING ALLOWANCE TO RETIRING EMPLOYEES

This Memorandum Circular is hereby issued to provide guidelines on the grant of clothing allowance in cash to employees of the Department who are due for retirement during the year.

1. General Guidelines Pursuant to Section 305 of the General Accounting and Auditing Manual (GAAM)

- 1.1 Annual clothing allowance shall be given to all employees whether employed on permanent or emergency basis, who have rendered six (6) consecutive months of service, provided he/ she serves the department for another six (6) months.
- 1.2 Appropriations provided for the department may be used for uniform and clothing allowance of employees at an amount fixed under existing regulations.

2. Payment of Clothing Allowance to Retiring Employees

- 2.1 An employee who is due for compulsory retirement but who is entitled to clothing allowance based on the above-stated guidelines, shall be allowed to receive the clothing allowance for the year in cash.

Cases not covered by this guideline shall be submitted to the Office of the Undersecretary for General Administration and Support Services Group (GASSG) for resolution.

This Circular shall take effect immediately and supersedes previous issuances inconsistent herewith.

Issued in Quezon City, this 23RD day of June, 2003.

Corazon Juliano-Soliman
CORAZON JULIANO-SOLIMAN
Secretary

A CERTIFIED COPY:

Renato F. Gilera
RENATO F. GILERA
Records Officer III

- 5.1.3 It shall formulate and recommend criteria for eligibility of organization proposing projects for funding;
- 5.1.4 It shall determine expenditure ceiling for each Managing Board in the preparation of their Work and Financial Plan (WFP);
- 5.1.5 It shall monitor and evaluate the performance of the four (4) Managing Boards;
- 5.1.6 It shall establish a reporting system to ascertain the progress and status of individual projects;
- 5.1.7 It shall authorize the conduct of fund-raising campaign and other resource generation activities to augment the MIFF fund; and
- 5.1.8 The Board shall convene at least once every quarter.

5.2 MANAGING BOARDS

Under direction of the National Advisory Board, the Managing Board shall be responsible for the following:

- 5.2.1 It shall assess and approve individual projects for funding and implementation;
- 5.2.2 It shall determine the proponent's track record in terms of capability to implement project and the necessity for external funding;
- 5.2.3 It shall monitor and evaluate projects provided with funding assistance;
- 5.2.4 It shall prepare the semestral reports of projects for submission to the National Advisory Board;
- 5.2.5 It shall recommend policies for approval by the National Advisory Board; and
- 5.2.6 It shall meet at least once every quarter and shall be entitled to transportation allowance.

6. SECRETARIAT

The External Assistance Office (EAO) shall serve as the Secretariat of the National Advisory Board. It shall provide technical and administrative support to the NAB, as follows:

- 6.1 It shall coordinate the operations of the Managing Boards;

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