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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. _____ of 02
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SUBJECT : Guidelines on the Grant of 60th 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 in accordance with their milestone pursuant to the provisions of A.O. No. 263.

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

Thus, under the Memorandum from the Secretary on correction in the Historical Data of DSWD's Existence, we are now on the 60th Anniversary come January 3, 2011.

3. Application of the Rules and Regulations in AO. No. 263

3.1 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:

3.1.1 Those who served at least one (1) year at DSWD or have been appointed/hired as of January 3, 2010, shall be entitled to this bonus.

3.1.2 Those who retired or will retire after January 3, 2011 are eligible for entitlement of the anniversary bonus during the 60th milestone year.

3.2 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 "15th anniversary and to every fifth year thereafter." Thus, any staff found guilty administratively between the years 2005 to 2010 shall not be entitled to the 2011 Anniversary Bonus.

4. Payment of the Bonus

4.1 For the purpose of this Memorandum, the allowable bonus of P3,000.00 may be paid in lump sum or staggered in January 2011, subject to availability of savings, subject to the following conditions:

- 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.
- An employee shall 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.

Issued this 3rd of January 2011 at Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary

