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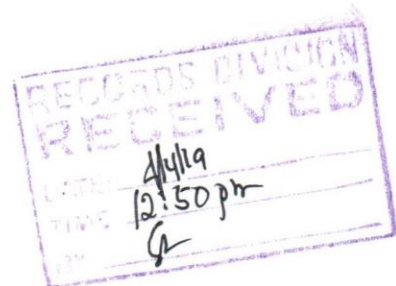
3 April 2019

**MEMORANDUM CIRCULAR NO. 39**

Series of 2019

**T O: All Concerned**

**R E: GUIDELINES ON THE GRANT OF ANNIVERSARY BONUS**



**1. LEGAL BASES**

1.1 Administrative Order No. 263, dated March 28, 2019, *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.

2. Based on the records, VSU's is going to celebrate its 95<sup>th</sup> anniversary on April 27, 2019. In view of the above, Anniversary Bonus shall be granted.

**2. COVERAGE**

2.1. All VSU personnel who are employed on a full-time or regular, part-time basis 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 (April 27, 2019) are eligible to the grant of AB.

**3. EXEMPTIONS**

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

- a. Those who are on absence without leave (AWOL) as of April 27 of the milestone year for which the AB is being paid;
- b. Those who are no longer in the service as of April 27 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.

**VSU's Vision:**  
**VSU's Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

#### **4. RULES AND REGULATIONS**

- 4.1. The payment of the AB to the officials and employees of VSU shall be in the amount not exceeding Three Thousand Pesos (Php3,000.00) per personnel.
- 4.2. The grant of AB shall be given to qualified officials and employees not later than April 27 of the milestone year.
- 4.3. Any employee may receive AB only once every five years, regardless of transfers from one government agency to another.

  
**EDGARDO E. TULIN**  
President