



MEMORANDUM CIRCULAR NO. 91
Series of 2024

TO: All Concerned

RE: Guidelines on the Grant of Anniversary Bonus

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 9, 2024

In view of the grant of Anniversary Bonus to all government employees (regular & casual), please be advised of the following:

1. Administrative Order No. 263, dated March 28, 1996, *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 the 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. The Visayas State University has celebrated its 100th Anniversary last April 27, 2024, henceforth, Anniversary Bonus shall be granted.
3. 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, 2024) are legible to the grant of Anniversary Bonus.
4. The VSU Personnel who fall under the following circumstances are not covered for the grant of Anniversary Bonus:
 - a. Those who have incurred absences without official leave (AWOL) as of April 27 of the milestone year for which the Anniversary Bonus is being paid;
 - b. Those who are no longer in the service as of April 27 of the milestone year;
 - c. VSU Personnel who have been 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 other similarly situated.

5. The amount of Anniversary Bonus included in the 2024 General Appropriations Act (GAA) is Three Thousand Pesos (₱3,000.00) per personnel. VSU has requested for an additional bonus of Seven Thousand Pesos (₱7,000.00) per employee. This is to be charged to our 2024 Personal Services (PS) savings. The said request is already lodged with the Office of the President, Malacañang, Manila last January 24, 2024 signed by the University OIC. As to the status of our request it is with DBM-OPCCB yet. Kindly refer to Annex A for the details.
6. Since this is a one-time benefit, the grant of Anniversary Bonus by tranche is not allowed. Hence, the said bonus shall be given after the Office of the President, Malacañang, Manila will issue an authority for the additional amount of Seven Thousand Pesos (₱7,000.00). In case of non-approval, the amount to be given will only be Three Thousand Pesos (₱3,000.00).
7. An employee of VSU may receive Anniversary Bonus only once every five years, regardless of transfers from one government agency to another.

For your information and guidance.



Annex A

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

May 2, 2024

AMANTE A. LIBERATO

Deputy Executive Secretary

Office of the Deputy Executive Secretary for Finance and Administration

Office of the President of the Philippines

Malacañang, Manila



Dear **Deputy Executive Secretary Liberato**:

This refers to your referral to this Department the letter dated April 22, 2024 (via electronic mail) from Ms. Louella C. Ampac, Finance Director of Visayas State University, following-up the VSU's request for the grant of additional Anniversary Bonus in the amount of ₱7,000 for each qualified employee on the occasion of VSU's 100th founding anniversary on April 27, 2024, which was referred to this Department for evaluation and recommendation per January 24, 2024 letter of your Office.

Please be informed that this level was notified by the DBM-Organization, Position Classification and Compensation Bureau (OPCCB) last January 31, 2024 regarding your referral dated January 24, 2024. Relative thereto, this level immediately notified and requested VSU per our letter dated February 1, 2024 to submit certain documentation to support their request, such as certification of funds availability and summary of highlights of the major accomplishments. Subsequently, VSU submitted their compliance last March 15, 2024. The said submission was then evaluated by this Office and a Memorandum dated March 26, 2024 was forwarded to the DBM-OPCCB for appropriate action.

As of to date, the subject request of VSU is still with the DBM-OPCCB. Thus, the said follow-up letter of VSU will also be referred to DBM-OPCCB for information and appropriate action.

Thank you.

Very truly yours,

IMELDA C. LACERAS, CESO III
Director IV

For the Regional Director
[Signature]
ALELI N. HERNANDEZ
Director III

Copy furnished: Director Gerald R. Janda
DBM-OPCCB
Malacañang, Manila

President Prose Ivy G. Yepes
Finance Director Ms. Louella C. Ampac
Visayas State University
Baybay City, Leyte