



16 December 2020

MEMORANDUM NO. 494

Series of 2020

T O: All Concerned Scholars

R E: Refund of 2020 Mid-Year Bonus of Government Employees

In reference to DBM Budget Circular No. 2019-4 dated July 5, 2019 on Clarification on the Grant of Mid-Year Bonus to Government Employees on Scholarship per Section 4.2 it states that **"A scholar who has rendered at least four (4) months of actual performance of duties with at least a satisfactory rating for the period of July 1 of the immediately preceding year to May 15 of the current year, and is still in the service as of May 15 of the current year may be entitled to the Mid-Year Bonus. Actual performance of duties means that the employee is reporting for work and actually delivering the services required of his/her position."**

In view of the above, you are required to refund through salary deduction starting January, 2021 until March, 2021. This is to comply with the above guidelines and to avoid future COA disallowance.

Please be guided accordingly.


EDGARDO E. TULIN
President