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Department of Environment and Natural Resources
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MAY 06 2022

MEMORANDUM CIRCULAR
No. 2022 - 09

SUBJECT : GUIDELINES ON THE GRANT OF THE ANNIVERSARY BONUS

In celebration of the 35th anniversary of the DENR, as reorganized in 1987 by virtue of Executive Order No. 192, and in accordance with Administrative Order No. 263 dated 28 March 1996 from the Office of the President and National Budget Circular No. 452 dated 20 May 1996, all DENR offices are hereby authorized to grant Anniversary Bonus to their respective officials and employees, subject to the following guidelines:

I. COVERAGE

1. The Anniversary Bonus in the amount of Three Thousand Pesos (Php3,000.00) shall be enjoyed by all DENR officials and employees, subject to the following conditions:
 - a. Those who have rendered at least one (1) year service in the DENR, including leave of absence with pay, as of 10 June 2022;
 - b. Those who are on approved leave of absence without pay but have rendered at least one (1) year of service as of 10 June 2022;

II. EXCLUSIONS

The following shall not be entitled to receive the Anniversary Bonus:

1. Officials/employees who have been found guilty and meted penalties for work-connected offenses from 10 June 2021 to 10 June 2022;
 - 1.1. Related to this, a reprimand cannot be made as basis of disqualification to receive the Bonus;
2. Officials/employees who are on Absence Without Leave (AWOL) as of 10 June 2022;
3. Persons who are hired under contract of service/job order; and

4. Officials/employees who are no longer in the service due to retirement/resignation/ separation/death or for whatever reason as of 10 June 2022.

III. FUND SOURCE

The Anniversary Bonus herein authorized shall be charged against FY 2022 GAA, RA 11639 and subject to existing accounting and auditing rules and regulations.

Reassigned/detailed officials/employees shall receive the Anniversary Bonus from their mother unit, subject to conditions herein stated.

IV. EFFECTIVITY

This Circular shall take effect immediately.


JIM O. SAMPULNA, CESO I
Acting Secretary

