



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City

DEC 29 2022

MEMORANDUM CIRCULAR
No. 2022- 17

SUBJECT : GUIDELINES ON THE GRANT OF GRATUITY PAY TO CONTRACT OF SERVICE AND JOB ORDER WORKERS IN THE DENR FOR FISCAL YEAR 2022

Pursuant to the provisions of Department of Budget and Management (DBM) Budget Circular No. 2022-5 dated 28 December 2022, implementing the Administrative Order No. 3 dated 23 December 2022, issued by the President on the subject, Authorizing the Grant of Gratuity Pay to Contract of Service (COS) and Job Order (JO) Workers in Government for Fiscal Year (FY) 2022, the following guidelines is hereby issued on the payment of Gratuity Pay in the DENR for Fiscal Year 2022:

I. CONDITIONS ON THE GRANT OF GRATUITY PAY

- a. All workers whose services are engaged through COS and JO, who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2022 and whose contracts are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding Five Thousand Pesos (Php5,000.00) each.
- b. Those who have rendered less than four (4) months of actual satisfactory performance service, as stipulated in their respective contracts, as of **15 December 2022**, and whose **contracts are still effective as of same date**, may also be granted the one-time Gratuity Pay, on a *pro rata* basis, as follows:

Length of Service	Amount of Gratuity Pay
3 months but less than 4 months	Not exceeding Php4,000.00
2 months but less than 3 months	Not exceeding Php3,000.00
Less than 2 months	Not exceeding Php2,000.00

- c. For purposes of this guidelines, actual service shall refer to services rendered on-site, services rendered by COS and JO workers under any alternative work arrangements prescribed under COA-DBM JC No. 01 (s. 2022) may also be considered as actual service.

II. FUNDING SOURCES

Funds needed to implement this guidelines shall be chargeable against their respective available Maintenance and Other Operating Expenses (MOOE) allotment for the same program, activity or project (P/A/P) where the compensation of workers engaged through COS and JO are sourced.

In case of deficiency, offices may modify the allotment issued within a P/A/P, pursuant to the rules on the modification in allotments under Section 78 of the General Provisions of Republic Act No. 11639 or the FY 2022 General Appropriations Act (GAA), and existing laws and issuances; or submit a request to augment actual deficiencies from savings in other P/A/Ps, subject to approval of the President, in accordance with rules on use of savings and augmentation under Sections 75 and 76 of the General Provisions of the FY 2022 GAA, and existing laws and issuances.

III. USE OF SAVINGS

Request for the use of savings under Section 3(a) of Administrative Order No. 03 and Item 6.1.1 of DBM Budget Circular No 2022-5 hereof shall be submitted by DENR to DBM not later than five (5) working days from the effectivity of this Circular, for endorsement to the Office of the President. All such requests shall be supported by the following documents:

- a. Report on the number and names of workers engaged through COS and JO qualified for Gratuity Pay, as certified by the head of the human resource management unit and endorsed by the undersigned; and
- b. Certification from the budget officer that the required amount from the existing MOOE allotment is free from any obligation and may be declared as savings pursuant to Sections 75 and 77 of the General Provisions of the FY 2022 GAA, to cover the funding requirements for the grant of Gratuity Pay.

IV. EFFECTIVITY

This Circular shall take effect immediately.


MARIA ANTONIA YULO LOYZAGA
Secretary

