



DEC 20 2023

**MEMORANDUM CIRCULAR**

No. 2023- 08

**SUBJECT : GUIDELINES ON THE GRANT OF SERVICE RECOGNITION INCENTIVE TO DENR EMPLOYEES FOR FISCAL YEAR 2023**

Pursuant to the provisions of Administrative Order No. 12, series of 2023, issued by the Office of the President, Authorizing the Grant of Service Recognition Incentive (SRI) to Government Employees for Fiscal Year (FY) 2023 and Department of Budget and Management (DBM) Circular No. 2023 - 2 dated 13 December 2023, the following guidelines is hereby issued on the payment of FY 2023 Service Recognition Incentive (SRI):

**I. CONDITIONS ON THE GRANT OF THE ONE-TIME SRI**

Employees must meet the following conditions to be entitled to the SRI:

- a. incumbent of a regular, contractual (Personnel Services) or casual positions;
- b. still in the service as of 30 November 2023;
- c. has rendered at least a total or an aggregate of four (4) months of satisfactory service as of 30 November 2023, inclusive of services rendered under of the alternative work arrangements prescribed by the Civil Service Commission;
- d. has rendered less than or an aggregate of four (4) months of satisfactory service as of November 30, 2023 to be entitled to a pro-rated share of the SRI, as follows:

Length of Service	Percentage of the Incentive
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

- e. has not received any additional year-end benefit in FY 2023 over and above the benefits authorized under Republic Act (R.A.) No. 6686, as amended by R.A. No. 8441;
- f. has not been found guilty of any administrative or criminal cases by final and executory judgment in FY 2023, except when the penalty imposed is only reprimand, in which case, the personnel concerned shall be entitled to the SRI;

- g. A compulsory retiree, on service extension as of November 30, 2023, may be granted the SRI, subject to the pertinent conditions and guidelines of the above-stated DBM Budget Circular.
- h. The SRI of an employee who transferred from one agency to another shall be granted by the new agency;
- i. The SRI of an employee on detail to another government agency shall be granted by the parent agency;

## **II. EXCLUSIONS**

Those engaged without an employer-employee relationship and whose compensation are funded from non-Personnel Services (PS) appropriations/budgets are excluded from the grant of the SRI, such as:

- a. Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- b. Laborers engaged through job contracts and those paid on piecework basis;
- c. Student-workers and apprentices; and
- d. Individual and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

## **III. FUND SOURCES OF THE SRI**

- a. The amount required shall be charged against the available released Personnel Services (PS) allotments of the respective agencies under R.A. No. 11639 or the FY 2023 General Appropriations Act (GAA);
- b. In case of deficiency, the amount required may be charged against the Maintenance and Other Operating Expenses allotment of the concerned government agency, subject to the rules on modification of allotment under Section 80 of the General Provisions of RA No.11936, and other pertinent budgeting, accounting, and auditing rules and regulations;
- c. The Financial and Management Service (FMS) shall issue supplemental advisory in relation to this Memorandum Circular.

## **IV. PAYMENT OF SRI**

The payment of SRI to all qualified DENR employees shall not be earlier than 15 December 2023.

## V. REPORTORIAL REQUIREMENTS

DENR Central Office, Regional and Bureau Offices shall submit online to the DBM's Budget and Management Bureau (BMB) or Regional Office (RO) concerned not later than January 31, 2024, the annual report on the grant of the FY 2023 SRI by following the template in Annex "A" of the above-stated DBM Budget Circular.

In this regard, the National Government Agencies shall encode the required details/information, as well as upload the scanned copy of the report using the following link <https://www.dbm.gov.ph/add-sri-report>.

## VI. EFFECTIVITY

This Circular shall take effect immediately.

  
MARIA ANTONIA YULO LOYZAGA  
Secretary





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA



**BUDGET CIRCULAR**

No. 2023 - 2  
December 13, 2023

**TO :** Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy, State Universities and Colleges (SUCs), and Government-Owned or -Controlled Corporations (GOCCs); Local Water Districts (LWDs); Local Government Units (LGUs); and All Others Concerned

**SUBJECT :** Guidelines on the Grant of Service Recognition Incentive to Government Employees for FY 2023

**1.0 Background**

- 1.1 Administrative Order (AO) No. 12<sup>1</sup> dated December 7, 2023 authorizes the grant of a one-time Service Recognition Incentive (SRI) for FY 2023 at a uniform rate not exceeding **Twenty Thousand Pesos (P20,000)** for each qualified government employee.
- 1.2 The issuance of AO No. 12, s. 2023 is in accordance with **Section 17(iv)** of **Congress Joint Resolution No. 4<sup>2</sup>** dated June 17, 2009, which authorizes the President, upon the recommendation of the Department of Budget and Management (DBM), to update the Compensation and Position Classification System for civilian personnel, Base Pay Schedule for military and uniformed personnel, and policies on and levels of allowances, benefits, and incentives applicable to all government personnel.
- 1.3 The one-time SRI for FY 2023 is being granted to qualified government personnel in recognition of their collective and invaluable contribution to the government's continuing efforts in pursuing the objectives, commitments, targets, and deliverables under the Philippine Development Plan 2023-2028 and the President's 8-Point Socioeconomic Agenda.

<sup>1</sup> Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023

<sup>2</sup> Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes

## **2.0 Purpose**

This Circular is issued to prescribe the guidelines on the grant and the funding of the SRI for FY 2023 pursuant to AO No. 12, s. 2023.

## **3.0 Coverage**

The guidelines in this Circular cover the following employees:

- 3.1 Civilian personnel in national government agencies (NGAs), including those in SUCs and GOCCs, occupying regular, contractual or casual positions;
- 3.2 Military personnel of the Armed Forces of the Philippines, Department of National Defense, and uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government, the Bureau of Corrections under the Department of Justice, the Philippine Coast Guard under the Department of Transportation, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources;
- 3.3 Employees in the Legislative and Judicial Departments and other offices vested with fiscal autonomy;
- 3.4 Employees in LGUs; and
- 3.5 Employees in LWDs.

## **4.0 Exclusions**

Those engaged without an employer-employee relationship and whose compensation are funded from non-Personnel Services (PS) appropriations/budgets are excluded from the grant of the SRI, such as:

- 4.1 Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- 4.2 Laborers engaged through job contracts (*pakyaw*) and those paid on piecework basis;
- 4.3 Student-workers and apprentices; and
- 4.4 Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

## **5.0 Conditions and Guidelines on the Grant of the One-Time SRI**

The grant of the SRI shall be subject to the following conditions and guidelines:

- 5.1 The civilian personnel are occupying regular, contractual or casual positions.

- 5.2 The personnel are still in government service as of November 30, 2023.
- 5.3 The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of November 30, 2023, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission.
- 5.4 Those who have rendered less than a total or an aggregate of four (4) months of service as of November 30, 2023 shall be entitled to a pro-rated SRI, as follows:

<b>Length of Service</b>	<b>Percentage of Incentive</b>
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

- 5.5 The employees have not received any additional year-end benefit in FY 2023 over and above the benefits authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.
- 5.6 The personnel have not been found guilty of any administrative or criminal cases by final and executory judgment in FY 2023. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the SRI.
- 5.7 The SRI of an employee on part-time basis shall be pro-rated corresponding to the services rendered. If employed on part-time basis with two (2) or more agencies, an employee shall be entitled to proportionate amounts corresponding to the services in each agency, provided that the total SRI shall not exceed the authorized amount.
- 5.8 The SRI of an employee who transferred from one agency to another shall be granted by the new agency.
- 5.9 The SRI of an employee on detail to another government agency shall be granted by the parent agency.
- 5.10 A compulsory retiree, on service extension as of November 30, 2023, may be granted the SRI, subject to the pertinent conditions and guidelines under this Circular.

## **6.0 Funding Source of the SRI for Employees in the Executive Department**

- 6.1 For NGAs, including SUCs and military and uniformed personnel, the amount required shall be charged against the available PS allotments of the respective agencies under RA No. 11936 or the General Appropriations Act (GAA) for FY 2023.

In case of deficiency, the amount required may be charged against the Maintenance and Other Operating Expenses allotment of the concerned government agency, subject to the rules on modification in allotments

under Section 80 of the General Provisions of RA No. 11936, and other pertinent budgeting, accounting, and auditing rules and regulations.

- 6.2 For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets (COBs) for FY 2023 only; and
- 6.3 Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the NGA, SUC or GOCC.

#### **7.0 SRI for Employees in the Legislative and Judicial Departments and Other Offices Vested with Fiscal Autonomy**

Employees of the Senate, House of Representatives, Judiciary, Office of the Ombudsman, and Constitutional Offices vested with fiscal autonomy may likewise be granted a one-time SRI by their respective heads of offices at a uniform rate not exceeding Twenty Thousand Pesos (₱20,000) each, chargeable against the available PS allotment of their respective agencies, subject to the conditions and guidelines set in Item 5.0 of this Circular.

Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the concerned office.

#### **8.0 SRI for Employees in LGUs**

The grant of the one-time SRI to employees in LGUs, including those in the barangays, shall be determined by their respective *sanggunians* depending on the LGU's financial capability, at a uniform rate not exceeding Twenty Thousand Pesos (₱20,000) each, subject to the following conditions:

- 8.1 The SRI shall be charged against their respective local government funds, subject to the PS limitation in LGU budgets pursuant to Sections 325(a) and 331(b) of RA No. 7160 or the Local Government Code of 1991;
- 8.2 The guidelines on the grant of the SRI under Item 5.0 of this Circular shall be adhered to; and
- 8.3 In determining the amount of the SRI, the *sanggunians* shall exercise prudence and judicious use of government funds, ensuring that the expenditure is reasonable and will not, in any way, adversely affect the delivery of services to the public.

Should the identified funding source prove insufficient to cover the maximum allowable rate of the SRI, a lower but uniform amount shall be granted to all qualified employees of the LGU.

The amount required shall be chargeable against the available FY 2023 appropriations or surplus upon the enactment by the local *sanggunian* of the corresponding supplemental budget (SB) for the purpose. In case the LGU fails to enact an SB within FY 2023, the LGU concerned may enact an SB for FY

2024, provided that the (i) SB shall be charged against the LGUs' reverted and unused surplus for prior years, subject to compliance with pertinent provisions of RA No. 7160, and other existing laws, rules, and regulations; (ii) prior year's surplus is backed by cash; and (iii) annual budget for FY 2024 is already approved.

Further, consistent with Sections 325(a) and 331(b) of RA No. 7160 and the existing local government budgeting rules and regulations, in the enactment of an SB, the LGU concerned shall be further guided by the following in the determination of PS limitation for the grant of the SRI: (i) SBs passed in 2023 shall be subject to compliance with the PS limitation for FY 2023; and (ii) SBs passed in 2024 shall be subject to compliance with the PS limitation for FY 2024.

#### **9.0 SRI for Employees in LWDs**

LWDs may also grant the SRI to their employees at a uniform rate to be determined by their Boards of Directors (BOD), which shall not exceed Twenty Thousand Pesos (₱20,000) each, chargeable only against their respective BOD-approved FY 2023 COBs, subject to the conditions and guidelines set in Item 5.0 of this Circular.

Should the identified funding source be insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LWD.

#### **10.0 SRI for Employees in Agencies Exempted from the Coverage of RA No. 6758, as Amended**

NGAs and GOCCs exempted from the coverage of RA No. 6758, as amended, may also grant the SRI to their employees at a uniform rate to be determined by their agency heads or governing boards, which shall not exceed Twenty Thousand Pesos (₱20,000) each, chargeable against the NGA's available funds and the GOCC's FY 2023 COB, subject to the conditions and guidelines set in Item 5.0 of this Circular.

Should the identified funding source be insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified personnel of the concerned agency/GOCC.

#### **11.0 Payment of the SRI**

The payment of the SRI to all qualified government employees shall not be earlier than December 15, 2023.

#### **12.0 Reportorial Requirements**

Each NGA, SUC, GOCC, LWD shall submit online to the DBM's Budget and Management Bureau (BMB) or Regional Office (RO) concerned not later than January 31, 2024, the annual report on the grant of the FY 2023 SRI by following the template in Annex "A."



In this regard, the NGAs and SUCs shall encode the required details/information, as well as upload the scanned copy of the report using the following link: <https://forms.dbm.gov.ph/index.php/sri-report>.

Agencies are enjoined to fully abide by the aforementioned reportorial requirement. The BMBs or ROs concerned shall ensure compliance of the agencies with the reportorial requirement set forth in this Circular.

### **13.0 Responsibilities of Agencies**

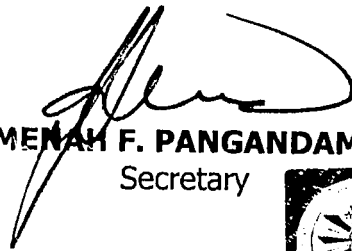
Agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

### **14.0 Resolution of Cases**

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

### **15.0 Effectivity**

This Circular shall take effect immediately.

  
**AMEMAR F. PANGANDAMAN**  
Secretary



Report on the Payment  
of SRI for FY 2023

Department/Agency: \_\_\_\_\_

**I. If SRI was Granted**

**Total Amount Paid for the SRI:**

Number of Qualified Personnel	
Civillian	XXX
Military/Uniformed Personnel	XXX
Contractual	XXX
Casual	XXX
<b>Total No. of Qualified Personnel</b>	<b>XXXX</b>

**Rate of SRI** \_\_\_\_\_

**Total Amount Paid** \_\_\_\_\_

**Fund Sources:**

**Total Amount Charged Against Personnel Services (PS) Allotments** XXXX

**Amount Charged Against Maintenance and Other Operating Expenses (MOOE)**

<b>Object of Expenditure</b>	
_____	XXX
_____	XXX
_____	XXX
_____	XXX

**Total Charges Against MOOE** XXXX

**Grand Total (PS+MOOE [if any])** \_\_\_\_\_

**II. If the SRI was Not Granted**

Please state reason/s for non-grant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:**

**Certified Correct:**

\_\_\_\_\_  
**Head, Finance/Administrative Unit**

\_\_\_\_\_  
**Agency Head**

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

OFFICE OF THE SECRETARY


FY 2023 SERVICE RECOGNITION INCENTIVE (SRI)


OFFICES	TOTAL NUMBER OF PERSONNEL	TOTAL BUDGET REQUIREMENT (@ P20,000)	AVAILABLE PS	Modification from MOOE to PS w/in OU allocation	TOTAL	Funding Support to Ous
<b>GRAND TOTAL</b>	15,163	300,610,000	274,383,976	26,226,024	300,610,000	0
Central Office	717	14,340,000	37,340,000	12,913,531	50,253,531	(35,913,531.00)
Staff Bureaus	728	14,352,000	4,954,301	8,687,693	13,641,994	710,006.00
Regional Offices	13,718	271,918,000	232,089,675	4,624,800	236,714,475	35,203,525.00
Regional Offices	3,131					
PENROS & CENROs	10,587					

Prepared by:

Reviewed by:

Noted by:

  
**CONCEPCION C. CUNANAN**  
 In-Charge, Personnel Benefits Section

  
**LILIA P. SAROCA**  
 Assistant Chief, Budget Division

  
**IMELDA R. DELA CRUZ**  
 OIC Chief, Budget Division