



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM CIRCULAR FROM THE OIC, SECRETARY
No. 2002 - 08

TO : ALL DENR OFFICIALS AND EMPLOYEES

SUBJECT : GUIDELINES IN THE GRANT OF SONA INCENTIVE

DATE : SEP 02 2002

Pursuant to Rule X of the Omnibus Civil Service Rules, the grant of SONA Incentive to all DENR officials and employees not to exceed the amount of Seven Thousand Pesos (P7,000) is hereby authorized.

The grant of this benefit is in recognition of their efficient and effective contributions, and untiring efforts in the successful attainment of the DENR State of the Nation Address (SONA) targets for the CY 2001-2002.

I. COVERAGE

The benefit authorized under the aforementioned CSC Omnibus Rules shall apply to all officials and employees of the DENR nationwide, including its Bureaus and Attached Agencies, whether regular, casual, temporary or full time contractual personnel whose employment is in the nature of regular personnel:

- 1.1 Those who have rendered at least a total of four (4) months of continuous service including leave of absence with pay;
- 1.2 Those who are on approved leave without pay but have rendered a total of at least four (4) months of service;
- 1.3 Detailed personnel from the Regional Offices/Bureaus/Attached Agencies to the Central Office and vice-versa shall receive their SONA Incentive from the Office where they are presently assigned;
- 1.4 Employees who are on scholarship/study leave;
- 1.5 Employees who entered the government service after May 15, 2002 and are still in the service as of September 15, 2002 who have rendered less than four (4) months of service shall be entitled to an amount proportionate to actual services rendered as follows:

<u>Actual Length of Service</u>	<u>Amount</u>
Less than 4 months but not less than 3 months	75% of P7,000 or P5,250
Less than 3 months but not less than 2 months	50% of P7,000 or P3,500
Less than 2 months but not less than 1 month	25% of P7,000 or P1,750
Less than 1 month	0% or not entitled

- 1.6 Those who have retired after May 15, 2002 and have rendered service for at least four months as of September 15, 2002 shall receive the full incentive allowance. Otherwise, they shall be entitled to a proportionate amount equivalent to the number of months of service rendered.

2. EXEMPTIONS

The exemptions on the grant of SONA Incentive under this Memorandum Circular are as follows:

- 2.1 Those with pending cases until exonerated, namely:
- 2.1.1 When under preventive suspension;
 - 2.1.2 When formally charged in an administrative case, i.e., their office has found after preliminary investigation, that a prima facie case exists against them and the requisite written formal charge has been issued by the disciplinary authority;
 - 2.1.3 When there is pending criminal information filed against them in court which relate to acts or omissions in connection with official duties or functions; and
 - 2.1.4 When they have pending case before the Office of the Ombudsman, the Prosecutor's Office or other administrative bodies which relate to acts or omissions in connection with their official duties or functions and where it has already been resolved by the office concerned that there exists a prima facie case.
- 2.2 Those who are finally charged in administrative cases and/or meted penalties:
- 2.2.1 In this regard, if the penalty meted out to an employee is only a reprimand, such penalty is not one that can be made as basis of disqualification to receive the said benefit.
- 2.3 Those who are absent without leave (AWOL); and
- 2.4 Those who are not hired as part of the organic manpower of government entities but act as consultants or experts for a limited period.

3. RULES AND REGULATIONS

- 3.1 The SONA Incentive shall be given in two (2) tranches by September 15 and November 15, 2002:

<u>For the periods from –</u>		<u>To be given on -</u>
January – June 2002	P3,500	September 15, 2002
July – December 2002	P3,500	November 15, 2002

4. FUNDING

Funding for this purpose shall be subject to the availability of savings of respective Offices/Bureaus/Attached Agencies/Regions/PENROs/CENROs and the existing accounting and auditing rules and regulations.

5. DISALLOWANCE

In case of disallowance, the employees shall refund the said incentive pay through salary deduction.

6. EFFECTIVITY

This Memorandum shall be effective not earlier than September 15, 2002.


RAMON J. PAJE

SEP 02 2002



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE
EXCELLENCE (PRAISE) RESOLUTION NO. 1
SERIES OF 2002**

**Approving the Grant of SONA Incentive to All Qualified Officials and
Employees of the DENR**

WHEREAS, the DENR has targetted 83,333 lots equivalent to 100,000 hectares Certificate of Allocation for the entire country;

WHEREAS, the Department has achieved 122,388 lots/beneficiaries equivalent to 155,710.38 hectares of Certificate of Allocation as of August 21, 2002;

WHEREAS, the DENR overshot its nationwide targets by 39,055 lots and 55,710.38 hectares Certificate of Allocation;

WHEREAS, the DENR PRAISE Committee has undergone thorough consultations on the background of the SONA Incentive to all qualified DENR officials and employees considering existing laws, rules and regulations pertinent thereto;

WHEREFORE, the DENR PRAISE Committee recommends to the Honorable Secretary Heherson T. Alvarez and thus resolves as it hereby resolves that SONA Incentive not to exceed the amount of Seven Thousand Pesos (P7,000) to qualified DENR officials and employees be granted. This shall be chargeable against the DENR funds subject to the usual accounting and auditing rules and regulations and the attached guidelines.

Adopted this 28th day of August 2002 in Quezon City, Philippines.



ERLINDA P. MERAM
OIC, Assistant Secretary

Finance and Management Services



JANE G. BAUTISTA
Rank-and-file Representative



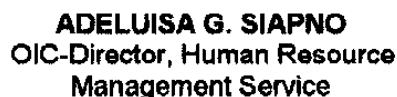
ERIBERTO C. ARGETE
Director, Planning and Policy
Studies Service



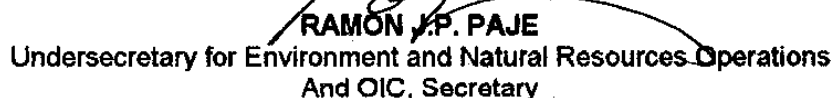
RAMON M. EZPELETA
Director, Administrative Service



ANN CHRISTINE T. ROJO
Head Executive Assistant



ADELUISA G. SIAPNO
OIC-Director, Human Resource
Management Service



RAMON J.P. PAJE
Undersecretary for Environment and Natural Resources Operations
And OIC, Secretary

SEP 02 2002

Visayas Avenue, Diliman, Quezon City