



# Updates on the Engagement of Contract of Service (COS) and Job Order (JO) Workers in Government and Other Compensation Policies

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# Updates on the Engagement of COS/JO Workers in the Government

CSC-COA-DBM Joint Circular (JC) No. 1, s. 2025



# Concerns on the Engagement of COS/JO Workers

- The **transition period** under COA-DBM Joint Circular (JC) No. 2, s. 2020, as amended by COA-DBM JC No. 2, s. 2024, **only** allows agencies to engage services of new contract of service (COS) and job order (JO) workers and renew their existing contracts **until December 31, 2025**.
- There is purported **absence of social protection benefits** and persistent **job contractualization**



# CSC-COA-DBM JC No. 1, s. 2025

## Coverage:

This JC covers all national government agencies, government-owned or –controlled corporations with original charters, state universities and colleges, and constitutional bodies engaging the services of the **contract of service (COS) or job order (JO) workers**.

## Exclusions:

- COS and JO workers whose service payments are accounted as Engineering and Administrative Overhead Expenses (EAOE) of the concerned departments, as authorized in the particular year's General Appropriations Act (GAA)
- COS or JO workers engaged by the local government units (LGUs)



# CSC-COA-DBM JC No. 1, s. 2025

## **COS:**

Refers to the engagement of the services of an individual, private firm, other government agency, non-governmental agency or international organization as consultant, learning service provider or technical expert to undertake special project or job within a specific period

Term of contract between the agency and the individual contractor shall be for a maximum period of one (1) year, renewable at the option of the head of the agency, but in no case shall exceed the term of the latter



# CSC-COA-DBM JC No. 1, s. 2025

## JO:

Refers to piece work (*pakyaw*) or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/man-made disasters/occurrences, and other manual/trades and crafts services such as carpentry, plumbing, electrical, and the like. These jobs are of short duration and for a specific piece of work.

The services of a JO worker are either paid according to an agreed contract amount for the piece of work or on a daily wage basis.

Contracting the services of the JO workers shall be subject to pertinent budgeting, accounting, and auditing rules and regulations.



# CSC-COA-DBM JC No. 1, s. 2025

- COS and JO workers should not be designated to positions exercising control or supervision over regular and career employees.
- The services of the COS and JO workers are not covered by Civil Service laws, rules, and regulations, thus, **not** creditable as government service.
- They do not enjoy the privileges/benefits that government employees receive, such as leaves, Personnel Economic Relief Allowance, and Representation and Transportation Allowances, among other bonuses, allowances, and incentives.



# CSC-COA-DBM JC No. 1, s. 2025

## Item 10.0 (Payment of Services of Individual COS and JO Workers)

- Payment of **premium** not exceeding 20% shall now be **mandatory** on the part of the government agencies.
- Premium payments will cover the worker's contributions, classified as voluntary or self-employed membership, to government-mandated social security programs (SSS, PhilHealth, and the Pag-IBIG Fund) ensuring access to social insurance, housing and loan facility, and healthcare.
- Payment of services shall be charged against the Maintenance and Other Operating Expenses (MOOE)



# Salient Features of CSC-COA-DBM JC No. 1, s. 2025

## Item 11.0 (Ancillary Benefits)

### ➤ **Payment of Overtime (OT) Services**

**OT Pay for services** rendered beyond official working hours or on rest days/holidays/non-working days, subject to the same rules and regulations under the prescribed CSC-DBM JC No. 2, s. 2015

### ➤ **Reimbursement of Travel Expenses**

While on **official local travel**, they shall be allowed **reimbursement of actual travel expenses**, subject to the rules and regulations prescribed under Executive Order No. 77, s. 2019, any subsequent amendments thereto, and other applicable budgeting, accounting and auditing rules and regulations.



# Salient Features of CSC-COA-DBM JC No. 1, s. 2025

## Item 11.0 (Ancillary Benefits)

### ➤ Flexible Work Arrangements (FWA)

COS and JO workers may be considered for the FWA, subject to the guidelines prescribed under the COA-DBM JC No. 1, s. 2022, as well as any subsequent issuances on the matter.

The grant of ancillary benefits may be authorized, subject to the **availability of funds and compliance with existing relevant laws, rules, and regulations**, including any subsequent guidelines that may be issued and deemed applicable for the purpose.



# Salient Features of CSC-COA-DBM JC No. 1, s. 2025

- Agencies shall **no longer be allowed to increase** the number of their COS and JO workers beyond the current number
- To establish the baseline data for this purpose, all covered government agencies shall prepare an inventory of their respective COS and JO workers whose contracts remain valid until December 31, 2025.
- Each agency shall submit to the COA, copy furnished the CSC and the DBM, the Inventory of the existing COS and JO workers with valid contracts as of December 31, 2025, using the template provided in the JC, not later than January 31, 2026.

The COA shall ensure the strict compliance of agencies with the reportorial requirement set forth in this Circular.



# Are agencies still allowed to hire or renew the existing contracts of their COS and JO workers in FY 2026?

- **YES**, agencies may still engage new COS/JO workers and/or renew the existing contracts in FY 2026, in accordance with the policies, rules, and regulations under CSC-COA-DBM JC No. 1, s. 2025.
- However, as a first step towards regulating the number of COS/JO workers, agencies shall **no longer be allowed to exceed the baseline number** of their COS and JO workers. For this purpose, the baseline data will cover the **individual COS/JO workers whose contracts remain valid until December 31, 2025.**
- This policy will ensure that the completion of government programs/activities/projects (P/A/Ps) will **not** be jeopardized.



# Salient Features of CSC-COA-DBM JC No. 1, s. 2025

## **Item 12.0 (Transitory Provisions)**

- Agencies shall review their systems of operations to address gaps, if any, and determine the appropriate staffing complement for the performance of their regular functions and undertaking of programs/activities/projects of limited duration or temporary in nature
- Government agencies shall consider their existing COS and JO workers in the preparation of their respective Optimization Plans, pursuant to the Government Optimization Act in order to absorb the qualified COS/JO workers in the plantilla positions that will be created in agencies concerned
- Existing qualified COS and JO workers shall be considered for appointment to vacant positions in agencies, subject to the existing civil service laws, rules and regulations, and the agency's CSC-approved Merit Selection Plan



# Salient Features of CSC-COA-DBM JC No. 1, s. 2025

## Item 14.0 (Responsibilities of Agency Heads)

- Agency heads shall cause the preparation and issuance of internal rules and guidelines on the engagement of the COS and JO workers within their respective agencies in accordance with the rules and regulations under the JC

Internal rules and guidelines should include details on service payments and any ancillary benefits extended to the COS and JO workers

- Provide support programs to enhance the welfare of the COS and JO workers such as review sessions to prepare them for the civil service exams, and training programs to improve their job-related skills, etc., subject to the existing budgeting, accounting, and auditing rules and regulations
- Be held accountable for the proper implementation of the JC and may be held liable for any administrative, civil or criminal liabilities in accordance with existing laws



# Updates on Compensation Policies

1. Updates on Standard Allowances and Benefits
2. Updates on Specific – Purpose Allowances and Benefits
3. Status of the Study of Honoraria and Overtime Pay for Personnel Involved in Government Procurement
4. Updates on Incentives



# Salary Standardization Law (SSL) of 2019

Republic Act No. 11466

## Purpose:

To provide all government personnel a just and equitable compensation in accordance with the principle of equal pay for work of equal value.



# Total Compensation Framework

- **Congress Joint Resolution No. 4, s. 2009**
  - (a) Basic Salaries including Step Increments;
  - (b) Standard Allowances and Benefits;
  - (c) Specific-Purpose Allowances and Benefits; and
  - (d) Incentives
  
- The TCF **excluded** all indirect compensation under existing laws, such as life and retirement insurance benefits, employee compensation insurance, health insurance (PhilHealth), Pag-IBIG Fund benefits, and Provident Fund benefits



# Implementation of SSL VI for NGAs (EO No. 64, s. 2024)

- The updated Salary Schedule shall be **implemented in four (4) tranches**, as follows:

First tranche – January 1, 2024

Second tranche – January 1, 2025

Third tranche – January 1, 2026

Fourth tranche – January 1, 2027



# Implementation of SSL VI for GOCCs and LGUs

- The implementation period shall **not be less than four (4) years**, depending on their financial capabilities, provided, that each tranche shall start no earlier than the aforementioned dates for NGAs.
- GOCCs and LGUs which **do not have adequate or sufficient funds shall partially implement the Salary Schedule** authorized herein. In case of partial implementation, the same shall be at a uniform percentage across all positions for every GOCC/LGU.



# How will the Salary Adjustment apply for Personnel of LGUs?

➤ The updated Salary Schedule may likewise be granted to personnel of LGUs, subject to the following:

**(a) Authorization from their respective *Sanggunian*** as provided under Sections 447(a), 458(a), and 468(a) of RA No. 7160 or the "Local Government Code of 1991", as amended

**(b) Compliance with the PS limitation in the LGU budget** under Sections 325 and 331 of RA No. 7160



# How will the Salary Adjustment apply for Personnel of LGUs?

- The rates of pay in LGUs, which shall be determined on the basis of the **class and financial capability** of each LGU, shall be at the following percentages of the rates in the Salary Schedule:

	For Provinces/Cities	For Municipalities
Special Cities	100%	
1st Class	100%	90%
2nd Class	95%	85%
3rd Class	90%	80%
4th Class	85%	75%
5th Class	80%	70%



# Executive Order No. 107, s. 2025

## Updating the Base Pay Schedule and Increasing the Subsistence Allowance of the Military and Uniformed Personnel

- The updated **Base Pay Schedule** shall be implemented in **three (3) tranches**:
  - First tranche – beginning 1 January 2026
  - Second tranche – beginning 1 January 2027
  - Third tranche – beginning 1 January 2028
  
- **Subsistence Allowance**
  - Three Hundred Fifty Pesos (P350.00) per day, effective 1 January 2026



# Standard Allowances and Benefits

Given to **all employees across agencies** at prescribed rates and guidelines:

- 1. PERA**
2. Uniform/Clothing Allowance
3. Year-End Bonus
4. Cash Gift
- 5. Medical Allowance**



# Personnel Economic Relief Allowance (PERA)

Budget Circular (BC) No. 2009-3, as amended by BC No. 2011-2

- Given as a supplement to basic pay.
- PERA, at **₱2,000 per month**, shall be paid to personnel provided they render full-time services for eight (8) hours per working day, twenty-two (22) working days per month, inclusive of leaves of absence with pay.
- PERA is paid **only** when basic pay is also paid



# Uniform/Clothing Allowance (U/CA)

## Budget Circular No. 2024-1

- **Section 64 of the General Provisions of the FY 2026 General Appropriations Act** authorizes the payment of U/CA **not exceeding P7,000** per annum for each qualified government employee
- U/CA may be granted in the form of:
  - (a) **uniforms** procured through a bidding process;
  - (b) **textile** materials and cash to cover sewing/tailoring; and
  - (c) **cash** form for incumbents of executive positions or for those who will procure their individual uniforms according to set conditions



# Uniform/Clothing Allowance (U/CA)

## Budget Circular No. 2024-1

- Generally, the full rates of the U/CA for full-time and part-time service **shall be granted to those who are already in government service and are able to render services for at least six (6) months** in a particular fiscal year, including leaves of absence with pay
- The 6-month service requirement does not apply to those who are required to wear uniforms at all times while performing their duties such as security guard, Special Police, allied and medical staff in hospitals, and others in similar situations
- A newly hired employee may qualify for the grant of the U/CA after rendering six (6) months of service



# Medical Allowance

## Budget Circular No. 2024-6

- **Section 7 of EO No. 64, s. 2024 and DBM BC No. 2024-6** provides that the Medical Allowance in an amount **not exceeding P7,000** beginning **FY 2025** shall be granted to qualified government civilian personnel as a subsidy for the availment of health maintenance organization-type benefits, subject to .
- May be granted in the following forms:
  - HMO-type product coverage
  - Cash form for those who will avail their own or pay/renew their existing HMO-type benefit
  - Cash form for those who paid their medical expenses due to difficulty in acquiring HMO product



# Medical Allowance

## Budget Circular No. 2024-6

### Reportorial Requirements

- All government personnel, who have been provided with Medical Allowance, shall **submit a proof of enrollment with an HMO provider, such as but not limited to (i) certified copy of the HMO agreement or identification card issued by the HMO provider, (ii) certification of membership issued by the HMO provider, or (iii) official receipt for the payment of membership fee for the HMO product acquired.**
- In case the Medical Allowance is granted **in cash form for medical expenses under Item 7.1.3**, the personnel shall submit **documents to support the use of the Allowance for medical expenses, e.g. receipts of the medical services undertaken, subject to the internal guidelines to be issued by the agency concerned.**



# Medical Allowance

## Budget Circular No. 2024-6

### Responsibilities of Agencies

- Agencies shall **establish and issue their respective internal implementing rules**, guidelines, and/or procedures on the release, use, and monitoring of the Medical Allowance,
- Each government agency shall submit to the DBM Offices concerned, not later than one (1) month after every fiscal year, the **annual report on the grant of the Medical Allowance**



# Updates on Specific - Purpose Allowances and Benefits



# Standard Allowances and Benefits

Given to employees across agencies under specific conditions and situations related to actual performance of work, at prescribed rates and guidelines:

1. **RATA**
2. Per Diem
3. **Honoraria**
4. **Night Shift Differential Pay**
5. Overtime Pay
6. Non-Monetary Remuneration for Overtime Services
7. Subsistence Allowance
8. Hazard Duty Pay
9. Special Counsel Allowance



# NATIONAL BUDGET CIRCULAR (NBC) NO. 593

## Updated Rules and Regulations on the Grant of Representation and Transportation Allowances (RATA) for FY 2024 and Years Thereafter

Pursuant to **Section 64** of the **General Provisions of RA No. 11975**, the **FY 2024 GAA**, the monthly rates of RATA, **effective January 1, 2024**, are as follows:

Officials/Employees	Monthly RA or TA (In Pesos)	RATA Code
Department Secretaries and those of equivalent ranks	<b>15,500</b>	<b>RT1</b>
Department Undersecretaries and those of equivalent ranks	<b>12,500</b>	<b>RT2</b>
Department Assistant Secretaries and those of equivalent ranks	<b>11,500</b>	<b>RT3</b>
Bureau Directors, Department Regional Directors, and those of equivalent ranks	<b>10,000</b>	<b>RT4</b>



# NATIONAL BUDGET CIRCULAR (NBC) NO. 593

## Updated Rules and Regulations on the Grant of RATA for FY 2024 and Years Thereafter

Officials/Employees	Monthly RA or TA (In Pesos)	RATA Code
Assistant Bureau Directors, Department Regional Directors, Bureau Regional Directors, Department Service Directors, and those of equivalent ranks	<b>9,500</b>	<b>RT5</b>
Assistant Bureau Regional Directors and those of equivalent ranks	<b>8,500</b>	<b>RT6</b>
Chief Division identified as such in the Personal Services Itemization and Plantilla of Personnel and those of equivalent ranks	<b>6,000</b>	<b>RT7</b>



# NATIONAL BUDGET CIRCULAR (NBC) NO. 593

## Updated Rules and Regulations on the Grant of RATA for FY 2024 and Years Thereafter

### General Guidelines

A rationalized scheme on the grant of RATA based on the number of days of actual work performance on workdays by the official/employee concerned is hereby prescribed.

#### **A. For Agencies Adopting a Five (5)-Day Workweek and Eight (8)-Hour Workday**

<b>Number of Workdays of Actual Work Performance in a Month</b>	<b>Actual RATA for a Month</b>
<b>1 to 5</b>	<b>25% of the monthly RATA</b>
<b>6 to 11</b>	<b>50% of the monthly RATA</b>
<b>12 to 16</b>	<b>75% of the monthly RATA</b>
<b>17 or more</b>	<b>100% of the monthly RATA</b>



# NATIONAL BUDGET CIRCULAR (NBC) NO. 593

Updated Rules and Regulations on the Grant of RATA for FY 2024 and Years Thereafter

## General Guidelines

### B. For Agencies Adopting a Four (4)-Day *Compressed Workweek* and Ten (10)-Hour Workaday

Number of Workdays of Actual Work Performance in a Month	Actual RATA for a Month
1 to 4	25% of the monthly RATA
5 to 9	50% of the monthly RATA
10 to 13	75% of the monthly RATA
14 or more	100% of the monthly RATA



# Status of the Study on Honoraria and Overtime Pay for Personnel Involved in Government Procurement



# Honoraria for Personnel Involved in Government Procurement (BC No. 2007-3)

- In view of the passage of the new government procurement act into a law, we recognize that the **25%** threshold for the total honoraria that may be received by personnel as a result of their involvement in procurement activities has now been **increased to 30%**.
- Accordingly, the DBM shall issue/update the existing guidelines for the purpose in coordination with the Government Procurement Policy Board-Technical Support Office (GPPB-TSO).



# Night Shift Differential Pay

CSC-DBM-GCG JC No. 1, s. 2023



Republic of the Philippines  
Department of Budget and Management

# Night Shift Differential Pay

- CSC, DBM, and GCG issued **Joint Circular No. 1, s. 2023** prescribing the guidelines on the grant of night shift differential pay
- Government employees occupying position items from **Division Chief and below**, or their equivalent, including those in GOCCs whether the nature of their employment is permanent, contractual, temporary, or casual, shall be paid night shift differential at a **rate not exceeding twenty percent (20%) of the hourly basic rate of the employee**, as determined by the head of the agency, for **each hour of work performed between the hours of 6:00 in the evening and 6:00 in the morning of the following day**



# Night Shift Differential Pay

## **Not covered**

- Government employees whose schedule of office hours fall between 6:00 in the morning to 6:00 in the evening. Services rendered beyond the regular eight (8)-hour work schedules are paid overtime pay in accordance with existing laws, rules and regulations; and
- Government employees whose services are required, or are on call, twenty-four (24) hours a day such as uniformed personnel of the AFP, the PNP, the BJMP, the BFP, and others similarly situated, as may be determined by the CSC and the DBM.



# Updates on Incentives



# Incentives

- To reward an employee's loyalty to government service and contributions to an agency's continuing viable existence.
- As rewards for exceeding agency performance targets and to motivate employee productivity.
  1. Loyalty Incentive
  2. **Anniversary Bonus**
  3. **Mid-Year Bonus**
  4. **Productivity Enhancement Incentive**
  5. **Collective Negotiation Agreement Incentive**
  6. **Performance-Based Bonus**
  7. Program on Awards and Incentives for Service Excellence



# Anniversary Bonus

## [Administrative Order (AO) No. 263, s. 1996 and AO No. 316, s. 1997]

- A financial incentive granted to employees on the occasion of their agency's milestone years (15th year and every 5 years thereafter).
- **Coverage**

All personnel under permanent, temporary, contractual or casual status, elective or appointive, who have rendered at least one year of service in the agency as of date of milestone year and continue to be employed in the same agency as of the occasion of its milestone anniversary.
- **Not Covered**

Those absent without leave as of date of milestone year;  
Those no longer in the service in the same agency as of date of milestone year.



# Anniversary Bonus

## ➤ Legal Bases

- **NBC No. 452, s. 1996 and LBC No. 65, s. 1997**

To amplify and clarify the implementation of the grant of AB to qualified government personnel, as well as prescribe the rules and regulations on the grant of AB in LGUs

- **Item 4(h)(bb) of Congress Joint Resolution No. 4, s. 2009**

AB is a one-time incentive to be given to employees on the occasion of their agencies' milestone anniversaries, to recognize the employees' participative efforts in and contributions to the agencies' continuing and/or viable existence

- **Item 2.13 of National Budget Memorandum No. 149**

Indicates that the AB at ₱3,000 per qualified personnel shall be made only on the occasion of the agency's milestone year in accordance with the aforementioned AOs



# Anniversary Bonus

## Guidelines

- The AB shall be at **₱3,000** per employee.
- In case of insufficient funds, a lesser but uniform amount of AB may be paid.
- A milestone year refers to the **15th anniversary** and to **every 5th year** thereafter.
- For NGAs including SUCs, the amounts shall be charged against **savings from released allotments for current operating expenses**, provided that all authorized mandatory expenses shall have been paid first.



# Mid-Year Bonus (MYB)

## DBM Budget Circular No. 2017-2 dated May 8, 2017

### Rules and Regulation on the Grant of the MYB for FY 2017 and Years Thereafter

- **Government** personnel are entitled to MYB which is equivalent to **one (1) month basic salary** to be given not earlier than May 15 of the current year, subject to the following conditions:
  - still in the service as of May 15 of the current year
  - has rendered at least a total of 4 months of service from July 1 of the immediately preceding year up to May 15 of the current year
  - satisfactory performance rating in the immediately preceding period or the applicable performance appraisal period



# Collective Negotiation Agreement (CNA) Incentive

## Budget Circular No. 2025-2

### Background:

- **CNA Incentive** may be granted in recognition of efforts in accomplishing performance targets at lesser cost, and in attaining more efficient and viable operations through cost-cutting measures and systems improvement.

### Coverage:

**Civilian personnel** occupying regular, contractual, or casual positions in NGAs, SUCs, GOCCs, LWDs, and LGUs:

- Rank-and-file employees who are **members** of an employees' organization accredited by the CSC as the sole and exclusive negotiating agent
- Rank-and-file employees who are **non-members** of the CSC-accredited sole and exclusive negotiating agent but want to enjoy or accept benefits under the CNA, subject to payment of agency fee to the negotiating agent in accordance with PSLMC Resolution No. 1, s.1993
- Those who perform **managerial functions**



# Collective Negotiation Agreement (CNA) Incentive

## Budget Circular No. 2025-2

### Conditions for the Grant of the CNA Incentive

- (1) Existence of a CNA
- (2) Accomplishment of Targets – at least 75%
- (3) Submission of Accountability Reports

### Rate of the CNA Incentive

- The CNA Incentive may **be given equally to all qualified employees** or at **varying rates in consideration of the employee's or his/her office's contribution** to the accomplishment of performance targets, efficiency, productivity, or profitability, as determined by the agency head.
- In all cases, the CNA Incentive shall **not exceed P30,000** per qualified employee.



# Collective Negotiation Agreement (CNA) Incentive

## Budget Circular No. 2025-2

### Fund Sources of the CNA Incentive

- For NGAs, Constitutional Offices, SUCs, GOCCs, LWDs, and LGUs - from available balances of allowable MOOE allotments after considering the whole year requirements
- Provided that the same have become available as a result of **cost-cutting and systems improvement measures** undertaken collectively by the agency and its personnel.

- Communication Expenses
- Repairs and Maintenance Expenses
- Supplies and Materials Expenses
- Transportation and Delivery Expenses

- Traveling Expenses
- Utility Expenses
- Printing and Publication Expenses
- Advertising Expenses
- Subscription Expenses



# Collective Negotiation Agreement (CNA) Incentive

## Budget Circular No. 2025-2

- CNA Incentive for FY 2025 is a **one-time benefit** which shall be granted **not earlier than December 15** but **not later than December 31**
- The CNA Incentive for the year shall be granted only during the validity of appropriations from which the available MOOE allotments shall be sourced
- Agencies are advised that additional funds can no longer be provided during the remainder of the current year for those programs, projects, and activities covered by the MOOE allotments, which are to be modified to fund the CNA Incentive.



# Performance-Based Bonus (PBB)

- **EO No. 61**, which was issued on June 3, 2024, provides the **review and study** of the government's (i) **Results-Based Performance Management System (RBPMS)** that was established under Administrative Order No. 25, s. 2011, and the (ii) **Performance-Based Incentive System (PBIS)** that was introduced under EO No. 80, s. 2012.
- The EO No. 61 TWG issued **Resolution No. 2024-2<sup>1</sup>**, which stipulates that the **guidelines under AO No. 25 IATF MC No. 2023-1<sup>2</sup>** and the corresponding issuances governing the grant of the FY 2023 PBB shall be **adopted and reiterated**.
- As of 5 March 2026, the DBM-OPCCB has evaluated Form 1.0s from 115 agencies which were forwarded by the AO 25 Secretariat.

<sup>1</sup> *Guidelines on the Grant of the FY 2023 Performance-Based Bonus (PBB) and FY 2024 Productivity Enhancement Incentive (PEI)*

<sup>2</sup> *Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2023 under Executive Order (EO) No. 80, S. 2012 and EO No. 201, S. 2016*



# Productivity Enhancement Incentive(PEI)

## Budget Circular No. 2017-4

### ➤ Coverage

- Civilian personnel, whether regular, casual, or contractual in nature, appointive or elective, in the Executive, Legislative, and Branches, the Constitutional Commissions and other Constitutional Offices, SUCs, GOCCs not covered by RA No. 10149, and local water districts (LWDs); and in LGUs; and
- Military and uniformed personnel.

### ➤ Guidelines

The PEI of **₱5,000** shall be given **not earlier than December 15 of the current year**, subject to the following conditions:

- The employee is still in the service as of November 30 of the current year; and
- The employee has rendered at least a total or an aggregate of 4 months of at least satisfactory service as of November 30 of the current year, including leaves of absence with pay.



**Thank you!**

