



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

June 22, 2023


DIVISION MEMORANDUM

No. 305, s. 2023

**POLICY ON THE GRANT OF THE ANNIVERSARY BONUS IN THE
DEPARTMENT OF EDUCATION**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is **Regional Memorandum No. 441, s. 2023** titled “**Policy on the Grant of the Anniversary Bonus in the Department of Education**”.
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects:

ALLOWANCE

BENEFITS

OFFICIAL

POLICY

EMPLOYEES



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 447, s. 2023

JUN 22 2023

**POLICY ON THE GRANT OF THE ANNIVERSARY BONUS
IN THE DEPARTMENT OF EDUCATION**

To: Schools Division Superintendents
Functional and Support Division Chiefs
All Others Concerned

1. Attached is DepEd Order No. 011, s. 2023 dated June 19, 2023, otherwise known as the **Policy on the Grant of the Anniversary Bonus in the Department of Education**.
2. The schools that already paid their respective Anniversary Bonuses within the last five years, based on the school's establishment, will no longer be entitled to the Anniversary Bonus according to DepEd Order No. 011, s. 2023 dated June 19, 2023, to be released on June 23, 2023.
3. The Schools Division Offices shall strictly monitor the release of the said Bonus.
4. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: DepED Order No. 011, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

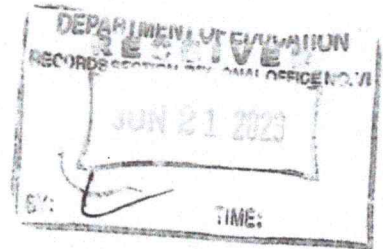
ALLOWANCE	BENEFITS
EMPLOYEES	OFFICIALS
POLICY	SCHOOLS



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Republic of the Philippines
Department of Education



JUN 19 2023

DepEd ORDER
No. **011**, s. 2023

**POLICY ON THE GRANT OF THE ANNIVERSARY BONUS
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Multi-Year Guidelines on the Grant of the Anniversary Bonus to DepEd Officials and Personnel for Every Milestone Year** pursuant to Administrative Order (AO) No. 263 dated March 28, 1996 titled Authorizing the Grant of Anniversary Bonus to Officials and Employees of Government Entities, and the Department of Budget and Management (DBM) National Budget Circular (NBC) No. 452 dated May 20, 1996, titled Amplifying and Clarifying the Implementation of the Grant of Anniversary Bonus to Officials and Employees of Government Entities.
2. The Anniversary Bonus is granted to officials and employees of government agencies on the Milestone Years of the agency. Milestone years are defined as the fifteenth (15th) anniversary of the government agency and every fifth (5th) year thereafter.
3. Under Section 3.2 of NBC 425 dated May 20, 1996, the count of the milestone years shall start from the year the government agency was created regardless of whether it was subsequently renamed or reorganized provided that its original primary functions have not substantially changed.
4. As confirmed through AO 322 dated March 20, 1997 issued by former President Fidel V. Ramos, **June 23, 1898** is the founding date of the Department of Education. This serves as the basis in determining the milestone year of the Department for the purpose of granting the Anniversary Bonus to its officials and employees.
5. This Order shall take effect starting Fiscal Year 2023 and succeeding milestone years thereafter, unless otherwise repealed, rescinded, or modified accordingly. Certified copies of this Order shall be filed with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman, Quezon City



**MULTI-YEAR GUIDELINES ON THE GRANT OF THE ANNIVERSARY BONUS TO
DEPED OFFICIALS AND EMPLOYEES FOR EVERY MILESTONE YEAR**

A. Rationale

1. The Administrative Order No. 263 dated March 28, 1996 entitled "*Authorizing the Grant of Anniversary Bonus to Officials and Employees of Government Entities*" authorizes the grant of Anniversary Bonus (AB) to officials and employees under government entities in celebration of their agency's milestone years, starting from the fifteenth (15th) anniversary of the government agency and every fifth (5th) year thereafter.
2. The Department of Budget and Management (DBM) National Budget Circular (NBC) No. 452 dated 20 May 1996, "*Amplifying and Clarifying the Implementation of the Grant of Anniversary Bonus to Officials and Employees of Government Entities*", provides that the count of the milestone years shall start from the year the government agency was created regardless of whether it was subsequently renamed or reorganized provided that its original primary functions have not substantially changed.
3. The National Historical Commission of the Philippines (NHCP), through a letter dated 27 December 2017 from former NHCP Chairman Dr. Rene R. Escalante stated that:

"The modern public education system in the Philippines traces its origins from the Royal Decree promulgated by Queen Isabella II of Spain (through the Ministro de Ultramar, Don Jose de la Concha) on December 20, 1863. Said decree provided for the creation of a Comision Superior de Instruccion Primaria, a body co-chaired by the Governor-General and the Archbishop of Manila, which exercised administrative oversight over basic education schools across the entire Philippine archipelago. It was later superseded on June 23, 1898 by the Bureau of Education during the short-lived First Philippine Republic, then by the Department of Public Instruction during the American Colonial Period, which was established by virtue of Act No. 74 of the United States Philippine Commission on January 21, 1901."

4. Former President Fidel V. Ramos issued Administrative Order No. 322 dated 20 March 1997 stating **23 June 1898** is the founding date of the Department of Education which serves as the basis in determining the milestone years of the Department for the purpose of granting the AB to its officials and employees.
5. In view of the above, this order aims to provide the multi-year policy guidelines on the grant of AB to all DepEd officials and employees for every milestone year starting FY 2023, in celebration of the DepEd 125th Anniversary on 23 June 2023, and the milestone years thereafter.

B. Scope

6. All DepEd officials and employees who are employed on full-time or part-time basis, permanent, coterminous, provisional, temporary, casual or contractual whose employment is in the nature of a regular employee, are eligible for the grant of Anniversary Bonus.

C. Policy Statement

7. Eligible DepEd personnel shall receive an AB with the amount not exceeding Three Thousand Pesos (Php 3,000.00), provided that they have rendered at least one (1) year of service in the Department as of the date of the milestone year.
8. The grant of AB shall not be earlier than June 23 of the milestone year.
9. Officials and employees who falls under the following circumstances are **not covered** by the grant of AB:
 - a. Those who are absent without leave (AWOL) or no longer in the service as of 23 June of the milestone year;
 - b. Officials and employees who are found guilty of any offense in connection with their work during the 5-year interval between the milestone years;
 - c. Consultants, Contracts of Service, Job Orders, and others similarly situated.

D. Procedures

10. The BHROD-EWD, in coordination with the Finance Service - Budget Division (FS-BD), shall ensure the inclusion of the budget proposal for the allocation on the payment of AB for the milestone year.
11. On the implementation of the AB, the budget allocation for the payment of the said benefit shall be sourced under the Administration of Personnel Benefits as authorized in the General Appropriations Act of the milestone year.
12. The release of funds to Regional Offices (ROs) shall be facilitated by FS-BD through the Sub-Allotment Release Orders (Sub-AROs) for the payment of the AB. Furthermore, ROs are obligated to submit the consolidated estimated fund report covering the payment of AB on or before the third Friday of November of the milestone year using the attached template (Annex A).
13. ROs are responsible for requesting the Notice of Cash Allocations (NCAs) to the DBM Office concerned to cover the cash requirement of the Sub-AROs issued by the FS-BD.
14. If the released funds for the payment of AB is insufficient, the deficiency may be charged against the current year's savings from released allotment for Personnel Services.

E. Monitoring and Evaluation

15. The BHROD-EWD shall be responsible for supervising the implementation of this policy to central, regional, schools division offices and schools.
16. The FS-BD shall oversee the budget utilization and funding requirements submitted by the ROs through the disbursements of obligated budget for the payment of AB.

F. Effectivity

This Order shall take effect starting FY 2023 and succeeding milestone years thereafter, unless otherwise repealed, rescinded, or modified accordingly. Certified copies of this Order shall be filed with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman, Quezon City.

G. References

Administrative Order No. 263 dated 28 March 1996, *Authorizing the Grant of Anniversary Bonus to Officials and Employees of Government Entities*

DBM NBC No. 452 dated 20 May 1996, *Amplifying and Clarifying the Implementation of the Grant of Anniversary Bonus to Officials and Employees of Government Entities*

Administrative Order No. 322 s. 1997, *Authorizing Certain Government Agencies to Undertake Activities in Preparation for their Centennial Anniversary Celebrations in 1997, 1998 And 1999*

DepEd Order No. 47 s. 2018, *Guidelines on the Grant of Anniversary Bonus*