



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Page 1 of 2

May 4, 2018

Division Memorandum
DM No. 113, s. 2018

DEADLINE FOR SUBMISSION OF PAYROLL FOR CASH ALLOWANCE AND MID-YEAR BONUS FOR 2018

To: Public Schools Division Supervisors
School Heads of Elementary and Secondary Schools
District Liaison Officers
All Concerned

1. Please be informed that the deadline for submission of the following payrolls shall be on May 10, 2018:
 - (a) Payroll for **Cash Allowance of Php 3,500** for 2018 - only for teachers who are not yet integrated to the Regional Office's regular payroll; and
 - (b) Payroll for **Mid-Year Bonus** for 2018 for both teaching and non-teaching personnel who are likewise not yet integrated to the Regional Office's regular payroll.
2. For the preparation of Mid-Year Bonus payroll, kindly be reminded of the following **GENERAL GUIDELINES** on the grant thereof pursuant to DBM Budget Circular No. 2017-2, to wit:
 - (a) **The Mid-Year Bonus equivalent to one (1) month basic pay as of May 15 shall be given to entitled personnel not later than May 15 of the current year, subject to the following conditions:**
 - i. **Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;**
 - ii. **Personnel remains to be in the government service as of May 15 of the current year; and**
 - iii. **Personnel has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or 3 months, provided that the total or aggregate service under item 5.1.1 hereof is complied with.**
 - (b) **Those who have rendered a total or an aggregate of less than 4 months of service from July 1 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid-Year Bonus.**
 - (c) **The Mid-Year Bonus of personnel hired on part-time service in one or more agencies shall be in direct proportion to the number of hours/days of part-time services rendered.**
 - (d) **The Mid-Year Bonus of those on detail to another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency.**

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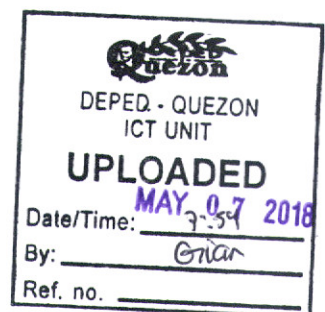
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Page 2 of 2

- (e) The Mid-Year Bonus of personnel who transferred from one agency to another shall be paid by the new agency.
 - (f) A compulsory retiree, whose services have been extended, may be granted Mid-Year Bonus, subject to the pertinent provisions of this Circular.
 - (g) Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Mid-Year Bonus until found guilty by final and executory judgment: Provided, that:
 - i. Those found guilty shall not be entitled to Mid-Year Bonus in the year of finality of the decision. The personnel shall refund the Mid-Year Bonus received for that year.
 - ii. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Mid-Year Bonus.
3. Notwithstanding the above-enumerated guidelines, we would like to reiterate the payroll for Mid-Year Bonus you are required to submit shall only cover newly-hired or newly-promoted teaching and non-teaching personnel who are not yet integrated to the Regional Office's regular payroll. Hence, please take note of this particular qualification: **Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;**
4. The said payrolls shall be consolidated by school district for elementary schools. On the other hand, it shall be submitted per school/station for secondary schools.
3. For the strict and immediate compliance of all concerned.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent



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