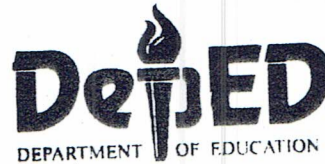




Republic of the Philippines
 Department of Education
REGION VI-WESTERN VISAYAS
 Duran Street, Iloilo City



MEMORANDUM:

TO: Schools Division Superintendents
 Principals/ OIC of Secondary Schools (RPSU Paid Schools)
 Division Accountants/ Bookkeepers
 All Concerned

FROM: *Gemma M. Ledesma*
 MA. GEMMA M. LEDESMA, CESO V
 Director III
 OIC, Office of the Regional Director

SUBJECT: Payment of Mid-Year Bonus for FY 2017 Pursuant to Budget Circular
 No. 2016-3

DATE: May 04, 2017

In order to facilitate the preparation of payroll and payment of FY 2017 Mid-year Bonus please submit to Regional Payroll Services Unit (RPSU) **on or before May 10, 2017** the List of Personnel not entitled to receive Mid-Year Bonus **based on the APRIL, 2017 payroll**. The report shall include the following, to wit:

1. Letter request for the preparation of payroll and payment through ATM of Mid-Year Bonus;
2. List of Personnel **not entitled** to Mid-Year Bonus **based on April, 2017** payroll using the format below:

DivCode	StaCode	EmpNo.	EmpName	Reason	Basic Sal.

Certified Correct:

Section 5.2 of Budget Circular 2016-3 provides that those who have rendered a total or an aggregate of less than four (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.

In cases where all are entitled to MID-YEAR Bonus please state in your request that all personnel are entitled to said bonus.

For your information and compliance.

Thank you.