



Republic of the Philippines  
**Department of Education**

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06 NOV 2018

DepEd ORDER  
No. **047** s. 2018

**GUIDELINES ON THE GRANT OF ANNIVERSARY BONUS**

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

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Grant of Anniversary Bonus** for Fiscal Year (FY) 2018 pursuant to the provision of Administrative Order No. 263 dated March 28, 1996 entitled **Authorizing the Grant of Anniversary Bonus to Officials and Employees of Government Entities**, and the Department of Budget and Management's (DBM's) National Budget Circular (NBC) No. 452, dated May 20, 1996 entitled **Amplifying and Clarifying the Implementation of the Grant of Anniversary Bonus to Officials and Employees of Government Entities**.

2. The Anniversary Bonus (AB) is granted to government officials and employees on the occasion of the milestone years of the agency where they are employed. Milestone year is defined as the 15th anniversary of the government agency and every fifth year thereafter.

3. Based on the records of the National Historical Commission of the Philippines (NHCP), as communicated to DepEd by its Chair Dr. Rene R. Escalante in a letter dated December 27, 2017:

“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 It was later superseded in June 23, 1898 by the Bureau of Education during the short-lived First Philippine Republic, then by the Department of Public Instruction during the American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. Of the said dates, Administrative Order No. 322 issued by former President Fidel V. Ramos on March 20, 1997 identified June 23, 1898 as the founding date of DepEd. This serves as basis for determining the milestone year of the Department for the purpose of granting AB to its officials and employees.

5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

DepEd Order: 55, s. 1998

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

ALLOWANCE  
BENEFITS  
BUREAUS AND OFFICES  
EMPLOYEES  
OFFICIALS  
POLICY  
SCHOOLS

MCR/SMMA - DO-Guidelines on the Grant of Anniversary Bonus  
0852/November 7, 2018

(Enclosure to DepEd Order No. 047, s. 2018)

## **GUIDELINES ON THE GRANT OF ANNIVERSARY BONUS**

### **A. LEGAL BASES**

1. Administrative Order No. 263, dated March 28, 1996, *Authorizing the Grant of Anniversary Bonus to Officials and Employees of Government Entities*, and Department of Budget and Management's (DBM's) National Budget Circular (NBC) No. 452, dated May 20, 1996, *Amplifying and Clarifying the Implementation of the Grant of Anniversary Bonus to Officials and Employees of Government Entities*, state that government entities are authorized to celebrate and commemorate anniversaries with the traditional grant of Anniversary Bonus (AB) to their officials and employees, that is, starting from the fifteenth (15th) anniversary of the government agency and every fifth (5th) year thereafter, and Administrative Order No. 322 dated March 20, 1997, *Authorizing Certain Government Agencies to Undertake Activities in Preparation for their Centennial Anniversary Celebrations in 1997, 1998 and 1999*.

### **B. COVERAGE**

1. All DepEd personnel who are employed on a full-time or regular, part-time basis or under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee, and whose salaries/wages are being charged against the budgetary allocation for Personnel Services, and have rendered at least one (1) year of service as of the date of the milestone year are eligible to the grant of the AB.

### **C. EXEMPTIONS**

1. The officials and employees who fall under the following circumstances are not covered by the grant of AB:
  - a. Those who are on absence without leave (AWOL) as of June 23 of the milestone year for which the AB is being paid;
  - b. Those who are no longer in the service as of June 23 of the milestone year;
  - c. Officials and employees who are found guilty of any offense in connection with their work during the 5-year interval between milestone years; and
  - d. Consultants, Contracts of Service, Job Orders, and others similarly situated.

### **D. RULES AND REGULATIONS**

1. The payment of the AB to the officials and employees of DepEd shall be in the amount not exceeding Php3,000 per personnel provided that the employee has rendered at least one (1) year of service in the Department as of June 23 of the milestone year.

2. The grant of AB shall be given to qualified officials and employees not earlier than June 23 of the milestone year.
3. Any employee may receive AB only once every five years, regardless of transfers from one government agency to another.

#### **E. FUNDING SOURCE AND RELEASE OF FUNDS**

1. The budget allocation for the payment of the AB is lodged in the DepEd-Central Office under the Administration of Personnel Benefits as authorized in the General Appropriations Act (GAA) of Fiscal Year 2018.
2. The Budget Division, Finance Service (FS) – Budget and Performance Monitoring (BPM), shall facilitate the release of funds to the respective Regional Offices (ROs) thru the issuance of Sub-Allotment Release Orders (Sub-AROs) for the prompt payment of the AB to qualified DepEd officials and employees.
3. The ROs are responsible for the submission of requests to the DBM Office concerned for the issuance of Notice of Cash Allocations (NCAs) to cover the cash requirement of the Sub-AROs issued by the Budget Division, FS-BPM.
4. Though the funds will already be released by the Budget Division, FS-BPM to the respective ROs thru the issuance of Sub-AROs, the ROs are still required to *submit to the Budget Division, FS-BPM on or before November 9, 2018* the consolidated estimated funding the Region needs to cover the payment of the AB to its officials and employees at PhP3,000.00 per employee, using the attached sample format labeled as Annex “A”.
5. In the event that the funds released for payment of the AB are insufficient, the deficiency may be charged against current year’s savings from released allotment for Personnel Services pursuant to Item 4.7 of NBC No. 573, *Guidelines on the Release of Funds for FY 2018*. A Report on the Payment of Anniversary Bonus shall immediately be submitted to the Budget Division, FS-BPM which shall also reflect any further deficiency after using PS savings, format labeled as Annex “B” is enclosed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

								Annex "A"
<b>Funding Requirement for Payment of 2018 Anniversary Bonus</b>								
Regional Office No.								
Particulars	Number of Positions				Funding Requirement ('000)			
	Regular - Teaching	Regular - Non-Teaching	Casuals	Total	Regular - Teaching	Regular - Non-Teaching	Casuals	Total
<b>Regional Office Proper</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>420</b>	<b>0</b>	<b>420</b>
<b>Division Offices Proper</b>	<b>0</b>	<b>161</b>	<b>0</b>	<b>161</b>	<b>0</b>	<b>483</b>	<b>0</b>	<b>483</b>
a. Division of	0	45	0	45	0	135	0	135
b. Division of	0	60	0	60	0	180	0	180
c. Division of	0	56	0	56	0	168	0	168
<b>Elementary Education</b>	<b>24,600</b>	<b>270</b>	<b>23</b>	<b>24,893</b>	<b>73,800</b>	<b>810</b>	<b>69</b>	<b>74,679</b>
a. Division of	12,000	150	10	12,160	36,000	450	30	36,480
b. Division of	5,600	80	5	5,685	16,800	240	15	17,055
c. Division of	7,000	40	8	7,048	21,000	120	24	21,144
<b>Junior High School</b>	<b>9,760</b>	<b>93</b>	<b>45</b>	<b>9,898</b>	<b>29,280</b>	<b>279</b>	<b>135</b>	<b>29,694</b>
a. Division of	3,500	35	18	3,553	10,500	105	54	10,659
b. Division of	2,780	26	12	2,818	8,340	78	36	8,454
c. Division of	3,480	32	15	3,527	10,440	96	45	10,581
<b>Senior High School</b>	<b>550</b>	<b>39</b>	<b>0</b>	<b>589</b>	<b>1,650</b>	<b>117</b>	<b>0</b>	<b>1,767</b>
a. Division of	280	18	0	298	840	54	0	894
b. Division of	190	12	0	202	570	36	0	606
c. Division of	80	9	0	89	240	27	0	267
<b>Grand Total</b>	<b>34,910</b>	<b>703</b>	<b>68</b>	<b>35,681</b>	<b>104,730</b>	<b>2,109</b>	<b>204</b>	<b>107,043</b>
Prepared by:								Certified Correct:
								Regional Director

## Report on Payment of Anniversary Bonus

Regional Office No.

Particulars	Number of Positions to be Paid				Funding Requirement				Allotment Received from Central Office			
	Regular - Teaching	Regular - Non-Teaching	Casuals	Total	Regular - Teaching	Regular - Non-Teaching	Casuals	Total	Regular - Teaching	Regular - Non-Teaching	Casuals	Total
<b>Regional Office Proper</b>	0	140	0	140	0	420,000	0	420,000	0	300,000	0	300,000
<b>Division Offices Proper</b>	0	161	0	161	0	483,000	0	483,000	0	460,000	0	460,000
a. Division of	0	45	0	45	0	135,000	0	135,000	0	130,000	0	130,000
b. Division of	0	60	0	60	0	180,000	0	180,000	0	180,000	0	180,000
c. Division of	0	56	0	56	0	168,000	0	168,000	0	150,000	0	150,000
<b>Elementary Education</b>	24,600	270	23	24,893	73,800,000	810,000	69,000	74,679,000	68,000,000	770,000	0	68,770,000
a. Division of	12,000	150	10	12,160	36,000,000	450,000	30,000	36,480,000	34,000,000	420,000	0	34,420,000
b. Division of	5,600	80	5	5,685	16,800,000	240,000	15,000	17,055,000	15,000,000	240,000	0	15,240,000
c. Division of	7,000	40	8	7,048	21,000,000	120,000	24,000	21,144,000	19,000,000	110,000	0	19,110,000
<b>Junior High School</b>	9,760	93	45	9,898	29,280,000	279,000	135,000	29,694,000	28,700,000	274,000	0	28,974,000
a. Division of	3,500	35	18	3,553	10,500,000	105,000	54,000	10,659,000	10,000,000	100,000	0	10,100,000
b. Division of	2,780	26	12	2,818	8,340,000	78,000	36,000	8,454,000	8,300,000	78,000	0	8,378,000
c. Division of	3,480	32	15	3,527	10,440,000	96,000	45,000	10,581,000	10,400,000	96,000	0	10,496,000
<b>Senior High School</b>	550	39	0	589	1,650,000	117,000	0	1,767,000	1,585,000	107,000	0	1,692,000
a. Division of	280	18	0	298	840,000	54,000	0	894,000	820,000	50,000	0	870,000
b. Division of	190	12	0	202	570,000	36,000	0	606,000	550,000	32,000	0	582,000
c. Division of	80	9	0	89	240,000	27,000	0	267,000	215,000	25,000	0	240,000
<b>Grand Total</b>	<b>34,910</b>	<b>703</b>	<b>68</b>	<b>35,681</b>	<b>104,730,000</b>	<b>2,109,000</b>	<b>204,000</b>	<b>107,043,000</b>	<b>98,285,000</b>	<b>1,911,000</b>	<b>0</b>	<b>100,196,000</b>

Prepared by:

Certified Correct:

Regional Director

## Report on Payment of Annive

Regional Office No.

Particulars	Deficiency				Charged from Available PS Savings				Further Deficiency			
	Regular - Teaching	Regular - Non-Teaching	Casuals	Total	Regular - Teaching	Regular - Non-Teaching	Casuals	Total	Regular - Teaching	Regular - Non-Teaching	Casuals	Total
<b>Regional Office Proper</b>	0	120,000	0	120,000	0	100,000	0	100,000	0	20,000	0	20,000
<b>Division Offices Proper</b>	0	23,000	0	23,000	0	23,000	0	23,000	0	0	0	0
a. Division of	0	5,000	0	5,000	0	5,000	0	5,000	0	0	0	0
b. Division of	0	0	0	0	0	0	0	0	0	0	0	0
c. Division of	0	18,000	0	18,000	0	18,000	0	18,000	0	0	0	0
<b>Elementary Education</b>	5,800,000	40,000	69,000	5,909,000	4,300,000	40,000	69,000	4,409,000	1,500,000	0	0	1,500,000
a. Division of	2,000,000	30,000	30,000	2,060,000	1,600,000	30,000	30,000	1,660,000	400,000	0	0	400,000
b. Division of	1,800,000	0	15,000	1,815,000	900,000		15,000	915,000	900,000	0	0	900,000
c. Division of	2,000,000	10,000	24,000	2,034,000	1,800,000	10,000	24,000	1,834,000	200,000	0	0	200,000
<b>Junior High School</b>	580,000	5,000	135,000	720,000	390,000	5,000	135,000	530,000	190,000	0	0	190,000
a. Division of	500,000	5,000	54,000	559,000	350,000	5,000	54,000	409,000	150,000	0	0	150,000
b. Division of	40,000	0	36,000	76,000	30,000	0	36,000	66,000	10,000	0	0	10,000
c. Division of	40,000	0	45,000	85,000	10,000	0	45,000	55,000	30,000	0	0	30,000
<b>Senior High School</b>	65,000	10,000	0	75,000	49,000	6,500	0	55,500	16,000	3,500	0	19,500
a. Division of	20,000	4,000	0	24,000	15,000	3,000	0	18,000	5,000	1,000	0	6,000
b. Division of	20,000	4,000	0	24,000	12,000	2,500	0	14,500	8,000	1,500	0	9,500
c. Division of	25,000	2,000	0	27,000	22,000	1,000	0	23,000	3,000	1,000	0	4,000
<b>Grand Total</b>	6,445,000	198,000	204,000	6,847,000	4,739,000	174,500	204,000	5,117,500	1,706,000	23,500	0	1,729,500
		Prepared by:								Certified Correct:		
												Regional Director