



Republic of the Philippines
Department of Education

14 MAR 2017

DepEd MEMORANDUM
No. **51**, s. 2017

**GRANT OF GRATUITY PAY TO JOB ORDER AND CONTRACT OF SERVICE
WORKERS IN THE GOVERNMENT**

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

1. Administrative Order No. 02 issued by President Rodrigo Roa Duterte on January 31, 2017 entitled **Authorizing Grant of Gratuity Pay to Job Order (JO) and Contract of Service (CoS) Workers in Government** provides in relevant part:

Section 1. All workers whose services are engaged through JO and CoS and who have rendered **a total or an aggregate of at least four months of satisfactory service as of December 15, 2016**, and whose contract are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding Two Thousand Pesos (P 2,000.00) each; and

Section 2. Those who have rendered **less than four months of satisfactory service as of December 15, 2016 and with effective contracts as of the same date** may also be granted the one-time Gratuity Pay, not exceeding One Thousand Pesos (P 1,000.00) each.

2. In implementation thereof, heads of offices are requested to submit to their respective Personnel Division a certification of satisfactory service for workers engaged as JO and and CoS personnel who have rendered (a) a total or an aggregate of at least four months of satisfactory service as of December 15, 2016, and whose contract are still effective as of the same date; and (b) less than four months of satisfactory service as of December 15, 2016 and with effective contracts as of the same date. In order to facilitate the immediate release of gratuity pay, all concerned are required to submit said certification on or before **March 15, 2017**.

3. Payment of the applicable gratuity pay is chargeable to the Maintenance and Other Operating Expenses allotment where the compensation of workers engaged through JO and CoS are sourced.

4. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

N o n e

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

BENEFITS
CONTRACTS
EMPLOYEES
OFFICIALS
PAYMENTS
SERVICE

SMMA, DM Grant of Gratuity Pay
0192, February 20/March 8, 2017

