



Republic of the Philippines
Department of Education



JUN 16 2005

DepED ORDER
No. 33, s. 2005

GRANT OF EDUCATIONAL ASSISTANCE FOR FY 2005

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Chiefs of Divisions

1. Pursuant to DBM Budget Circular No. 2005-3, copy enclosed, implementing Administrative Order No. 120 dated June 7, 2005, all government employees shall be entitled to the Educational Assistance (EA) as a one-time financial assistance to government personnel.

2. In this connection, all DepED officials and employees under permanent, temporary or casual status, including contractual personnel whose employment is in the nature of a regular employee, whose salaries/wages are charged to the budgetary allocation under personal services and were under the following instances and were still in the service as of May 31, 2005 are entitled to receive the EA in the amount of One Thousand Pesos (PhP1,000.00):

- a. those who have rendered at least a total or an aggregate of four (4) months of service including leaves of absence with pay; and
- b. those who are on approved leave without pay but have rendered at least a total or an aggregate of four (4) months of service provided they are not yet dropped from the rolls.

3. Those who have rendered less than four (4) months of service shall be entitled to the grant of EA on a pro-rated basis, as follows:


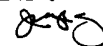
Length of Service	Percentage
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

4. DepED officials and employees who are under the following instances as of May 31, 2005 are not entitled to said benefits:

- a. those who were absent without leave (AWOL);
- b. those who were no longer in the service due to retirement/resignation/separation/death or for whatever reasons;
- c. those who were hired not as part of the organic manpower of DepED; and
- d. those who were formally charged with administrative or criminal cases which relate to facts of omissions in connection with their official duties and functions and guilty in the year the decision was handed down. If the penalty meted out is only a reprimand, however, said employee is entitled to receive said benefits.

5. The general policies, pertinent rules and regulations and funding sources/guidelines provided in said DBM Circular shall be strictly complied with.

6. Immediate dissemination of and compliance with this Order is directed.


RAMON C. BACANI
Undersecretary 
Officer-in-Charge

Encl.:

As stated

Reference:

N o n e

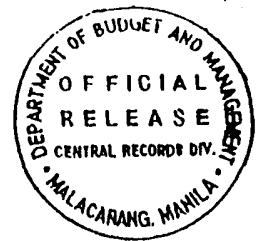
Allotment: 1—(D.O. 50-97)

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

ALLOWANCE
EMPLOYEES
OFFICIALS



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Bldg. I, Gen. Solano St., San Miguel, Manila



BUDGET CIRCULAR

No. 2005-3
June 8, 2005

TO : Heads of National Government Agencies (NGAs), Including State Universities and Colleges (SUCs), Government-Owned and/or - Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and All Others Concerned

SUBJECT : GRANT OF EDUCATIONAL ASSISTANCE FOR FY 2005

1.0 PURPOSE

Administrative Order No. 120 dated June 7, 2005, authorizes the grant of Educational Assistance as a one-time financial assistance to government personnel for FY 2005 in recognition of their contributions in providing quality service despite the government's austerity measures, and to help them cope with the rising cost of education.

This Circular, therefore, provides the rules and regulations to implement said Order.

2.0 COVERAGE AND EXEMPTIONS

2.1 The EA shall be granted to all personnel in NGAs, including SUCs, GOCCs and GFIs, under permanent, temporary or casual status, including contractual personnel whose employments are in the same nature as those of regular personnel, and whose salaries/wages are charged to the budgetary allocation under Personal Services (PS). They should be under the following instances and were still in the service as of May 31, 2005:

2.1.1 Those who have rendered at least a total or an aggregate of four (4) months of service including leaves of absence with pay;

2.1.2 Those who are on approved leave without pay but have rendered at least a total or an aggregate of four (4) months of service provided that they are not yet dropped from the rolls; and

2.1.3 Those who have rendered less than four (4) months of service.

2.2 Government personnel under the following instances as of May 31, 2005 are not entitled to the EA:

fw

2.2.1 Those who were already granted any form of educational assistance or similar benefits, or are entitled to be granted said benefit under existing laws or enabling acts;

2.2.2 Those who were absent without leave (AWOL); and

2.2.3 Those who were hired not as part of the organic manpower of agencies but as consultants or experts, to perform specific activities or services with expected outputs; student laborers, apprentices; laborers of contracted projects (pakiao); mail contractors; those paid on piecework bases; and others whose remuneration are not taken from the budgetary allocation for PS under the agencies' FY 2005 budget.

2.3 Government personnel who were formally charged administrative cases as well as criminal cases that relate to acts or omissions in connection with their official duties and functions and found guilty and/or meted penalties as of May 31, 2005, are not entitled to the EA. If the penalty meted out was only a reprimand, such penalty shall not be a basis for disqualification to receive the EA.

2.4 The grant of EA to personnel of local government units shall be subject to the passage of an appropriate Sanggunian Resolution for the purpose, subject to the PS limitation under Section 325 (a) of Republic Act No. 7160 (Local Government Code of 1991).

3.0 RULES AND REGULATIONS

3.1 Government personnel under Items 2.1.1 and 2.1.2 hereof shall be entitled to receive the EA in the amount of One Thousand Pesos (P1,000) each.

3.2 Government personnel under Item 2.1.3 hereof shall be entitled to the EA authorized under item 3.1 but shall be pro-rated as follows:

Length of Service	Percentage
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

3.3 The EA of government personnel detailed in other government agencies shall be paid by their respective mother agencies.

3.4 The EA of government personnel employed on a part-time basis shall be pro-rated corresponding to the services rendered. Those who are employed on part-time basis with two (2) or more agencies shall be entitled to proportionate amounts corresponding to their services in each agency, provided that the total EA shall not exceed the amount herein authorized.

3.5 The EA of government personnel who transferred from one agency to another shall be granted by his/her office as of May 31, 2005. For this purpose,

h/a

certification from the former office that the personnel has not availed of a similar benefit as of May 31, 2005, is necessary.

- 3.6 Government personnel formally charged administrative and criminal cases and which cases are still pending for resolution shall be entitled to the EA.

4.0 FUND SOURCES

The funding source for the amounts necessary to implement the provisions of this Circular shall be as follows:

4.1 For NGAs

4.1.1 For agencies under the Constitutional Offices/Fiscal Autonomy Group (CFAG) such as Congress, Judiciary, Civil Service Commission- Proper, Commission on Audit, Commission on Elections, Commission on Human Rights and Ombudsman, the allotment for payment of the EA shall be sourced from their savings; while the corresponding Notice of Cash Allocation (NCA) shall be issued by DBM.

4.1.2 For NGAs other than the CFAG, the allotment and NCA for payment of the EA shall be issued by DBM.

4.2 For GOCCs and GFIs, the amount shall be charged against their respective corporate funds.

5.0 RESPONSIBILITY OF THE HEAD OF AGENCY

The Head of the NGA/GOCC/GFI concerned shall be personally liable for any payment of benefit not in accordance with the provisions of this Circular without prejudice, however, to the refund thereof by the employee concerned.

6.0 SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Department of Budget and Management for resolution.

7.0 EFFECTIVITY

The payment of the EA shall be made immediately.



EMILIA T. BONCODIN
Secretary