



Republica de Filipinas  
Ciudad de Zamboanga

## OFICINA DEL ALCALDE



### BUDGET CIRCULAR NO. JD-2024-08

December 13, 2024

**TO :** THE CITY VICE MAYOR, DEPARTMENT HEADS, ASSISTANT DEPARTMENT HEADS, COLLEGE PRESIDENT - COLEGIO DE LA CIUDAD DE ZAMBOANGA (AYALA AND VITALI CAMPUSES) AND ALL OTHERS CONCERNED

**SUBJECT :** GUIDELINES ON THE GRANT OF THE SERVICE RECOGNITION INCENTIVE (SRI) TO CITY GOVERNMENT OFFICIALS AND EMPLOYEES FOR FY-2024

#### 1.0 Background and Rationale

- 1.1 Section (4) (h) of Congressional Joint Resolution (JR) No. 4 (s.2009) authorizes the grant of (i) incentives to reward an employee's loyalty to government service and their contributions to the agency's continuing viable existence; (ii) incentives as rewards for exceeding agency financial and operational performance targets to motivate employee efforts toward higher productivity; and (iii) other existing benefits to be categorized by the Department of Budget and Management (DBM) as incentives.
- 1.2 Section (17) (iv) of Congressional JR No. 4, provides that the President, upon recommendation of the Department of Budget and Management (DBM), is authorized to update the Compensation and Position Classification System (CPCS) for civilian personnel, Base Pay Schedule for military and uniformed personnel, as well as the policies on and levels of allowance, benefits and incentives applicable to all government personnel.
- 1.3 Section 5 of Presidential Decree No. 1597 provides that allowances, honoraria and other fringe benefits which may be granted to government employees, whether payable by their respective offices or by other agencies of government, shall be subject to the approval of the President upon the recommendation of the Department of Budget and Management (DBM).
- 1.4 Administrative Order (AO) Nos. 19 (s. 2019), 37 (s. 2020), 45 (s. 2021), 1 (s. 2022), and 12 (s.2023) authorized the one-time grant of Service Recognition Incentive to government employees for Fiscal Years (FYs) 2019, 2020, 2021, 2022, and 2023, respectively, in recognition of their hard work and commitment to public service.
- 1.5 The government recognizes all government employees for their collective and invaluable contribution to the government's continuing efforts in pursuing the objectives, commitments, targets and deliverables under the Philippine Development Plan 2023-2028 and the President's 8-Point Socioeconomic Agenda.





## 2.0 Purpose

To provide the rules and regulations on the grant of a one-time Service Recognition Incentive (SRI) at a uniform amount not exceeding **Twenty Thousand Pesos (P 20,000.00)** to officials and employees of the City Government of Zamboanga.

## 3.0 Coverage

- 3.1 All officials and employees having an employer-employee relationship and whose compensation is being paid solely from the Personnel Services budget.

The term “officials” as used in this circular shall refer to those holding local elective positions.

## 4.0 Conditions on the Grant of the SRI

The grant of the SRI shall be subject to the following conditions:

- 4.1 Civilian personnel are occupying regular, contractual or casual positions;
- 4.2 Personnel are still in the government service as of November 30, 2024;
- 4.3 Personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of November 30, 2024, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission.
- 4.4 Employees who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of November 30, 2024, shall be entitled to a pro-rated share of the SRI, as follows:

Length of Government 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%

- 4.5 The employees have not received any additional year-end benefit in FY 2024 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.

## 5.0 Exclusion from the Grant of the SRI

Those engaged without an employer-employee relationship and whose compensation are funded from Non-Personnel Services (PS) appropriations/budgets are excluded from the grant of the SRI such as:

- 5.1 Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;





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- 5.2 Laborers engaged through job contracts (pakyaw) and those paid on piecework basis;
- 5.3 Student workers and apprentices; and
- 5.4 Individuals and groups of people whose services are engaged through job orders, contracts of service or other similar situation.

### 6.0 Funding Sources

Payment of the Service Recognition Incentive (SRI) shall be charged to the Office of the City Mayor-OP: Retirement and Other Benefits: Lumpsum Appropriations (100-9931) under the Account Other Personnel Benefits (5-01-04-990), subject to a legislative authority from the Sangguniang Panlungsod to utilize the lumpsum appropriation of the said account.

### 7.0 Responsibility of the City Human Resource Management Officer

The City Human Resource Management Office shall be responsible in certifying as to the service requirements of the official and employees for the grant of the Service Recognition Incentive (SRI).

### 8.0 Responsibility of the Department Heads


The Department Heads concerned shall be held personally responsible and liable for any grant that is not in accordance with the provisions of this Circular, without prejudice to the refund of any payment by the personnel concerned.

### 9.0 Saving Clause

Cases not covered by the provisions of this Circular shall be referred to the undersigned for resolution.

### 10.0 Effectivity

This Circular shall take effect immediately and the payment of the FY 2024 Service Recognition Incentive (SRI) shall be made **not earlier than December 15, 2024** as provided under Administrative Order No. 27, by the Office of the President of the Republic of the Philippines, dated December 12, 2024.

  
JOHN M. DALIPE  
City Mayor

