



BUDGET CIRCULAR NO. JD 2025-04

January 2, 2025

TO : THE CITY DIRECTOR, *Zamboanga City Police Command* .
THE CITY JAIL WARDEN, *Zamboanga City Reformatory Center* .
THE CITY FIRE MARSHALL, *Bureau of Fire Protection and Prevention* .
THE COMMANDER, *Aviation Security Command* .
THE CHIEF, *Call Center 117* .

THE CITY TREASURER, CITY ACCOUNTANT,
CITY BUDGET OFFICER AND ALL OTHERS CONCERNED

SUBJECT : GRANT OF INCENTIVE ALLOWANCE TO UNIFORMED PERSONNEL OF THE ZAMBOANGA CITY POLICE COMMAND, ZAMBOANGA CITY REFORMATORY CENTER, BUREAU OF FIRE PROTECTION AND PREVENTION, THE AVIATION SECURITY COMMAND AND CALL CENTER 117 FOR FY 2025.

1.0 PURPOSE

To grant Incentive Allowance of **ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00)** each per month to the uniformed personnel of the Zamboanga City Police Command, Zamboanga City Reformatory Center, Bureau of Fire Protection and Prevention, the Aviation Security Command and the Call Center 117 for the FY 2025, pursuant to Section 458 paragraph (1) (xi) of Republic Act 7160.

2.0 COVERAGE

Uniformed personnel of the Zamboanga City Police Command, the Mobile Company, the Zamboanga City Reformatory Center, the Bureau of Fire Protection and Prevention, the Aviation Security Command and the Call Center 117 who are performing actual police services in the City of Zamboanga for FY 2025.

3.0 EXEMPTIONS

- 3.1 Uniformed personnel under preventive suspension and those who are on official leave of absence for a period of one (1) month or more.
- 3.2 Those who are absent without official leave (AWOL).
- 3.3 All civilian personnel.





4.0 RULES AND REGULATIONS

- 4.1 Uniformed personnel mentioned under Section 2 of this Circular who have rendered actual police services in Zamboanga City for a period of one (1) month inclusive of approved leave of absence, may be granted a **ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00)** Incentive Allowance each for the month they have served.
- 4.2 Only the numbers listed hereunder of uniformed personnel may avail of the authorized Incentive Allowance.

| <u>Agency</u> | <u>No. of Authorized Personnel</u> |
|---|------------------------------------|
| a. Zamboanga City Police Command | 577 |
| b. Aviation Security Command | 133 |
| c. Zamboanga City Reformatory Center | 116 |
| d. Bureau of Fire Protection & Prevention | 352 |
| e. Call Center 117 | 17 |
| Total | <u>2,195</u> |

- 4.3 A Master List of Names in alphabetical order and position titles from each respective Command, **duly certified by its authorized officials** shall be submitted to the Office of the City Budget before payrolls may be processed for the payment of the said incentive allowance.

5.0 LIMITATION

Disbursement of funds shall be made in accordance with Section 3 of the Local Budget Circular No. 53 dated September 1, 1993, and the usual accounting and auditing rules and regulations and subject to the availability of funds.

6.0 FUNDING SOURCE

Appropriation to implement this Circular is provided under Other Maintenance and Operating Expenses (Allowance-PNP, BFP and BJMP) (5-02-99-990-43) of the Office of the City Mayor – OP: Misc. Other Purposes-Others (Peace and Order Program)-(100-9999-05) for FY 2025.

7.0 RESPONSIBILITIES OF AGENCY HEADS

- 7.1 Authorized officials mentioned under 4.3 shall be jointly held liable for any incorrect Certification submitted to the City.





7.2 The grant of the allowance not in accordance with the provisions of this Circular, and any undue payments thereof shall have to be refunded by the concerned officials/uniformed personnel.

8.0 SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be referred to the City Mayor.

9.0 EFFECTIVITY

This Circular shall take effect **January 2, 2025**.

JOHN M. DALIPE
City Mayor

