

CMO



BUDGET CIRCULAR NO. JD 2025-01

January 2, 2025

TO : THE CITY SCHOOLS SUPERINTENDENT, ASSISTANT CITY SCHOOLS SUPERINTENDENT, DISTRICT SUPERVISORS, EDUCATION PROGRAM SUPERVISORS, ELEMENTARY AND SECONDARY SCHOOLS PRINCIPALS, INSTRUCTIONAL AND SUPPORT SERVICES PERSONNEL, GUIDANCE COORDINATORS, HEAD TEACHERS, TEACHERS IN-CHARGE AND TEACHERS

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

SUBJECT : GRANT OF INCENTIVE ALLOWANCE TO PUBLIC ELEMENTARY AND SECONDARY SCHOOL TEACHERS FOR FY 2025

1.0 PURPOSE

To grant Incentive Allowance of **ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00)** each per month to Public Elementary and Secondary School Teaching Personnel of the national government for FY 2025, pursuant to Section 458 paragraph (1) (xi) of Republic Act 7160.

2.0 COVERAGE

City Schools Superintendent, Assistant City Schools Superintendent, District Supervisors, Elementary and Secondary Principals, Education Program Supervisors (EPS), Instructional and Support Services Personnel, Guidance Coordinators, Head Teachers, Teachers-in-Charge and Teachers who are performing regular actual teaching functions in Zamboanga City for FY 2025.

3.0 EXEMPTIONS

- 3.1 Administrative Staff Personnel of Public Elementary and Secondary Schools and the Administrative Staff Personnel of the Office of the Division of City Schools.
- 3.2 Those who are under preventive suspension and/or on official leave.
- 3.3 Those who are on authorized attendance at a training course or scholarship grant or any other similar activities.
- 3.4 Those who are absent without official leave (AWOL).
- 3.5 Regular teachers who have rendered services less than fifteen (15) days in a month.
- 3.6 Substitute or replacement teachers.





4.0 RULES AND REGULATIONS

- 4.1 Elementary and Secondary School Teachers who have rendered the regular basic teaching function in any public elementary or secondary schools in Zamboanga City for a period of One (1) month inclusive of approved leave of absence, may be granted **ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00)** Incentive Allowance each for the month they have served.
- 4.2 City Schools Superintendent, Assistant City Schools Superintendent, Supervisors, Education Program Supervisors (EPS), Instructional and Support Services Personnel, Principals and Guidance Coordinators, may also be entitled to the **ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00)** Incentive Allowance each for the month they have served.
- 4.3 The City Schools Superintendent shall submit to the City Budget Officer a Master List of Names in alphabetical order indicating in full the family name, the first name and the middle name as well as the respective position titles, the school and district for the **EIGHT THOUSAND TWO HUNDRED THIRTY-SIX (8,236)** elementary and secondary school teachers **chargeable against the General Fund**.
 - 4.3.1 A Certification shall be considered only once in every quarter in replacing the name/s of teacher/s to another name and/or correction in the spelling of name/s, to be duly signed by the Schools Division Superintendent or in his absence, the Assistant Schools Division Superintendent.
 - 4.3.2 The preparation of the payroll of the different schools shall be done through their respective Districts where the concern school belongs, except for secondary schools.

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.

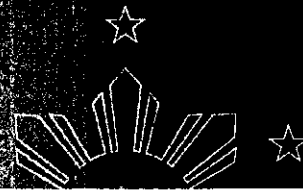
6.0 FUNDING SOURCE

The funding allocation to implement this Circular shall be charged against the Account Other Maintenance and Operating Expenses (Allowance-Public School Heads and Teachers) (5-02-99-990-36) of the Office of the City Mayor – (100-9993-04) under the City's General Fund.

7.0 RESPONSIBILITIES OF AGENCY HEADS

- 7.1 The Schools Division Superintendent/Assistant Schools Division Superintendent shall be held jointly liable for any incorrect Certification/s submitted to the City Government.





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 recipients.

8.0 SAVING CLAUSE

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

9.0 EFFECTIVITY

This Circular shall take effect on January 2, 2025.

JOHN M. DALIPE
City Mayor +

