



Republic of the Philippines  
Caraga Region XIII  
**PROVINCE OF SURIGAO DEL NORTE**  
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## OFFICE OF THE PROVINCIAL GOVERNOR

**MEMORANDUM ORDER NO. 21-104**  
**Series of 2021**

**TO : ALL DEPARTMENT HEADS/ DIVISION CHIEFS/ CHIEF OF HOSPITALS  
ALL CONCERNED  
THIS PROVINCE**

**SUBJECT : GUIDELINES ON THE GRANT OF MID-YEAR BONUS 2021**

Pursuant to the Budget Circular No. 2017-2 series of 2017, the grant of mid-year bonus shall apply to civilian personnel in the Executive, Legislative and Judicial branches of government, the Constitutional Commissions and other Constitutional Offices, SUCs and GOCCs covered by CPCS and LGUs.

As such, the Provincial Government of Surigao del Norte will adhere to this budget circular and will grant mid-year bonus to its personnel for year 2021.

The following are the guidelines as stated in No. 5 of the Budget Circular:

- 5.1. The Mid-Year Bonus equivalent to one (1) month-basic salary as of May 15 shall be given to entitled personnel not earlier than May 15 of the current year subject to the following conditions:
  - 5.1.1 Personnel has rendered at least a total or an aggregate of four (4) months of service from July of the immediately preceding year to May 15 of the current year;
  - 5.1.2 Personnel remains to be in the government service as of May 15 of the current year;
  - 5.1.3 Personnel has obtained at least a satisfactory rating in the immediately preceding rating period, or the applicable performance appraisal period. It there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total or aggregate service under Item 5.1.1.
- 5.2. Those who have rendered a total or an aggregate of less than four (4) months of service from July 1 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid-Year Bonus.
- 5.7. Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Mid-Year Bonus until found guilty by final and executory judgment; Provided, that:
  - 5.7.1 Those found guilty shall not be entitled to Mid-Year Bonus in the year of finality of the decision. The personnel shall refund the Mid-Year Bonus received for that year.

5.7.2 If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Mid-Year Bonus.

It was also stated in No. 7 of the budget circular that the grant of Mid-year Bonus to personnel of Local Government Units shall be determined by their respective sanggunian with the following considerations:

1. The Personnel Services limitation in LGU budgets under Sections 325(a) and 331(b) of RA No. 7160 or the Local Government Code of 1991, shall be complied with;
2. If funds are insufficient, the Mid-Year Bonus may be granted at lower rates but at a uniform percentage of the monthly basic pay as of May 15 of the current year.

For the Fund Sources of LGUs, the amounts required to implement the Mid-year Bonus shall be charged against their respective local government funds, subject to the Personnel Services limitation in LGU budgets pursuant to Sections 325(a) and 331(b) of RA No. 7160.

As such, all department heads are hereby directed to require their personnel to submit their Individual Performance Commitment and Review (IPCR) to the Provincial Human Resource Management and Development Office before May 15, 2021 for the release of their Mid-Year Bonus.

For your information, guidance and strict compliance.

Done this 7th day of May, 2021 at Kapitolyo Nan Siargao, Dapa, Surigao del Norte, Philippines.



**ATTY. FRANCISCO T. MATUGAS**  
Provincial Governor



Cf: 1. All Depts./Division Chiefs/Chief of Hospitals  
2. File