



### **3.0 RULES AND REGULATIONS**

- 3.1 Extra Christmas Bonuses of DPWH officials and employees who are on a full time or part time reassignment/detail to DPWH Offices/Bureaus/ Services/PMOs/Regions/Districts or another government agency or special project shall be drawn from their respective mother units. In the case of those who are paid from project funds, the benefit shall be drawn from the same source where they must draw their salaries. No one shall receive the benefit from more than one source.
- 3.2 Leave of absence with pay shall be included in determining the length of service required under Section 1.0 above. Those who are on approved leave of absence without pay but had rendered at least four (4) months of service as of September 30, 2001 and those who are on duly authorized scholarship/study leave are entitled to the said Extra Christmas Bonus.
- 3.3 If the maximum allowable amount of P10,000.00 cannot be granted, available savings of the office concerned shall be equally shared among those entitled as indicated above.

### **4.0 FUNDING SOURCE**

Funds for this purpose may be charged against the 3.5% appropriate engineering supervision and administrative overhead or any available savings of the respective DPWH Offices/Bureaus/Services/PMOs/Regions/Districts and subject to the provisions of Budget Circular No. 2001-2, dated November 12, 2001 and existing accounting and auditing rules and regulations.

### **5.0 EFFECTIVITY**

This Order shall take effect immediately.

  
**SIMEON A. DATUMANONG**  
Secretary