



097.13-DPWH  
12-11-01

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
OFFICE OF THE SECRETARY  
MANILA

DEC 11 2001

DEPARTMENT ORDER )  
NO. 264 )  
Series of 2001 12-11-01 )

SUBJECT : GRANT OF EXTRA CHRISTMAS  
BONUS FOR DPWH OFFICIALS  
AND EMPLOYEES

Pursuant to the pronouncement of her Excellency, President Gloria Macapagal Arroyo, as contained in Memorandum dated June 26, 2001 of the Head of the Presidential Management Staff (PMS), stating, among others, that "She (the President) would not issue a prohibition on extra Christmas Bonuses for government employees as long as the Department/Agency had the funds, or the Department/Agency Head should look for a substitute program for the benefit of their employees", and as clarified under Budget Circular No. 2001-02 dated November 12, 2001, the hereunder guidelines are issued for the grant of Extra Christmas Bonus to each DPWH official or employee in the amount not exceeding Ten Thousand Pesos (P10,000.00).

### 1.0 COVERAGE

This benefit shall be granted to all DPWH officials and employees, irrespective of the nature of their appointments, whether permanent, temporary, contractual or casual, who are presently employed and have rendered at least four (4) months of service in the Department as of September 30, 2001.

### 2.0 EXEMPTIONS

DPWH officials and employees under the following instances shall not be entitled to the said Extra Christmas Bonus :

- 1.1 Those who are Absent Without leave (AWOL);
- 1.2 Those with pending cases who have been formally charged;
- 1.3 Those who are no longer in the service due to retirement/resignation/separation/death or for whatever reason at the date of payment;
- 1.4 Those who are under job order; and,
- 1.5 Those who are hired as Technical Assistants/Consultants.

### **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