



Office of the Sangguniang Panlungsod

DISTRICT I

CITY RESOLUTION NO. 2022-152  
Series of 2022

HON. CATHERINE SARINO-EVARISTO  
City Councilor

HON. MICHAEL E. SOLIS  
City Councilor

HON. ADRIELITO G. GAWARAN  
City Councilor

HON. VICTORIO L. GUERRERO, JR.  
City Councilor

HON. ALEJANDRO F. GUTIERREZ  
City Councilor

HON. LEVY M. TELA  
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA  
City Councilor

HON. REYNALDO D. PALABRICA  
City Councilor - President Pro-Tempore

HON. REYNALDO M. FABIAN  
City Councilor

HON. ROGELIO M. NOLASCO  
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN  
City Councilor

HON. SIMPLICIO G. DOMINGUEZ  
City Councilor

HON. RAMON N. BAUTISTA  
Liga ng mga Barangay President

HON. MAC RAVEN ESPIRITU  
SK Federation President

Attested by:

ATTY. KHARDA A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. MICHAEL E. SOLIS  
Acting City Vice Mayor

Approved by:

HON. CATHERINE SARINO-EVARISTO  
Acting City Mayor

A RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM (SIP) NO. 5 FOR THE SUPPLEMENTAL BUDGET NO. 5 OF THE CITY OF BACOR, PROVINCE OF CAVITE AMOUNTING TO EIGHTEEN MILLION SIX HUNDRED THIRTY FIVE THOUSAND PESOS (PHP18,635,000.00) FOR CALENDAR YEAR 2022.

Sponsored by:  
Hon. Rogelio M. Nolasco

Co - Sponsored by:  
Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Simplicio G. Dominguez, Hon. Mac Raven Espiritu, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Victorio L. Guerrero, Jr. , Hon. Alejandro F. Gutierrez, Hon. Alde Joselito F. Pagulayan, Hon. Michael E. Solis and Hon. Levy M. Tela.

**WHEREAS**, the Office of the City Mayor submitted the proposed Supplemental Investment Program (SIP) No. 5 for the Supplemental Budget No. 5 for Calendar Year 2022 of the City of Bacoor in the amount of **Eighteen Million Six Hundred Thirty Five Thousand Pesos (PhP18,635,000.00)** covering the current operating expenditures that require additional funding for the enactment of an appropriation ordinance.

**WHEREAS**, the Sangguniang Panlungsod deliberated on the proposed Supplemental Investment Program No. 5 (SIP#5) for Calendar Year 2022 and unanimously voted to approve the same which covers the following:

No.	Particulars	Amount
1	Personal Services : Office of the Mayor – Special Purpose Lump Sum Appropriations Miscellaneous Personal Benefits Fund (Grant of Services Recognition Incentive as per Administrative Order No. 1 dated December 16, 2022)	Ph11,690,000.00
2	Maintenance and Other Operating Expenses: Various Local Government Affairs (Grant of Gratuity Pay to Contract of Service & Job Order workers as per Administrative Order No. 3 dated 23 December 2022.)	6,945,000.00
	<b>Grand Total</b>	<b>PhP18,635,000.00</b>



*Office of the Sangguniang Panlungsod*

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HON. CATHERINE SARINO-EVARISTO  
City Councilor

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City Councilor

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City Councilor

**DISTRICT II**

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City Councilor

HON. REYNALDO D. PALABRICA  
City Councilor / President Pro-Tempore

HON. REYNALDO M. LABIAN  
City Councilor

HON. ROGELIO M. NOLASCO  
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN  
City Councilor

HON. SIMPLICIO G. DOMINGUEZ  
City Councilor

HON. RAMON N. BAUTISTA  
Liga ng mga Barangay President

HON. MAC RAVENESPIRITU  
SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. MICHAEL E. SOLIS  
Acting City Vice Mayor

Approved by:

HON. CATHERINE SARINO-EVARISTO  
Acting City Mayor

**NOW THEREFORE**, upon motion of Hon. Rogelio M. Nolasco unanimously seconded by all the councilors present in special online session assembled, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the Sangguniang Panlungsod to ratify the proposed Supplemental Investment Program (SIP) No. 5 for Calendar Year 2022 of the City of Bacoor for the Supplemental Budget No. 5 amounting to **Eighteen Million Six Hundred Thirty Five Thousand Pesos (PhP18,635,000.00)**.

**RESOLVED FURTHER**, to furnish the Office of the Sangguniang Panlalawigan, the Office of the City Mayor, the University of the Philippines-Office of the National Administrative Register (UP-ONAR) and other government offices concerned with copies of this Resolution for their information and appropriate action.

**APPROVED** by the 5th Sangguniang Panlungsod this 27<sup>th</sup> day of December 2022 during its special online session assembled.

*I hereby certify that the foregoing Resolution is true and correct and that it was duly passed in accordance with law.*

Certified by:

HON. REYNALDO D. PALABRICA  
Acting Presiding Officer/President Pro-Tempore

Attested by:

ATTY. KHALID A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Approved by:

HON. CATHERINE SARINO-EVARISTO  
Acting City Mayor



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOOR**



December 27, 2022

**THE HONORABLE SANGGUNIANG PANLUNGSOD MEMBERS**  
CITY OF BACOOR

**LADIES AND GENTLEMEN:**

Please find herewith the Proposed Supplemental Investment Program No.5 (SIP#5) for the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2022 and Grant of Gratuity Pay to Contract of Service (COS) and Job Order (JO) in Government for Fiscal Year 2022, of the City of Bacoor, Province of Cavite as per Administrative Order No. 01 and 03, series of 2022 of the Office of the President dated December 16, 2022 and December 23, 2022, in the amount of **Eighteen Million Six Hundred Thirty-Five Thousand Pesos(PhP 18,635,000.00)** only, in recognition to all government employees and COS and JO for their collective and invaluable contribution to the government's continuing efforts to ensure responsive delivery of services to the public and hard work in implementing programs, projects and activities, including those which are part of the emergency COVID-19 response efforts of the government that require available funding sources from our respective local government funds for the enactment of the enabling Appropriation Ordinance.

For your appropriate action.

Very truly yours,

  
**CATHERINE PARINO-EVARISTO**  
Acting City Mayor



Address: Bacoor Government Center, Bacoor Blvd.-Brgy. Bayanan City of Bacoor, Cavite  
Trunkline: 434-1111 Website: [www.bacoor.gov.ph](http://www.bacoor.gov.ph)



Official Website



**CITY DEVELOPMENT COUNCIL**

**NOTICE OF MEETING**

December 27, 2022

**TO :** ALL BACOOR CITY DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE

**FROM :** JESUS D. FRANCISCO  
City Planning & Development Coordinator

**SUBJECT :** SUPPLEMENTAL INVESTMENT PROGRAM NO. 5 (SIP#5) FOR THE GRANT OF SERVICE RECOGNITION INCENTIVE TO GOVERNMENT EMPLOYEES FOR FISCAL YEAR 2022 AND GRATUITY PAY TO CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) IN GOVERNMENT FOR FISCAL YEAR 2022, OF THE CITY OF BACOOR, PROVINCE OF CAVITE AS PER ADMINISTRATIVE ORDER NO. 01 AND 03, SERIES OF 2022 OF THE OFFICE OF THE PRESIDENT DATED DECEMBER 16, 2022 AND DECEMBER 23, 2022, IN THE AMOUNT OF EIGHTEEN MILLION SIX HUNDRED THIRTY-FIVE THOUSAND PESOS (PHP 18,635,000.00)

You are hereby invited to attend the Bacoor City Development Council Executive Committee emergency meeting on the aforementioned subject on December 27, 2022, 10:30 AM at Strike Conference Hall 3<sup>rd</sup> Floor City Hall Building, Bacoor Government Center, Bacoor Boulevard, City of Bacoor, Cavite.

Your attendance is a must.

  
JESUS D. FRANCISCO  
City Planning & Development Coordinator





**CITY DEVELOPMENT COUNCIL**

MINUTES OF THE MEETING OF THE BACOR CITY DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE EMERGENCY MEETING, CITY OF BACOR, CAVITE HELD LAST DECEMBER 27, 2022, AT 10:30 AM, STRIKE CONFERENCE HALL, 3F CITY HALL BUILDING, BACOR GOVERNMENT CENTER, BACOR BLVD., CITY OF BACOR, CAVITE

**Present:**

**Executive Committee (ExeCom)**

Catherine Sarino-Evaristo	Acting City Mayor Chairman of the City Dev't. Council
Congresswomen Lani M. Revilla	Member, House of Representatives, 2 <sup>nd</sup> Legislative District, Province of Cavite
Councilor Rogelio M. Nolasco	Chairman, Committee on Finance Appropriations & Budget, Sangguniang Panlungsod
Hon. Ramon M. Bautista	President Liga ng mga Barangay
Blesilda Abarille	Bacoor Alliance of Pinagbuklod and (BAP), Inc. Representing the 28 CSOs/NGOs Members of Full Council
Jesus D. Francisco	City Planning and Development Coordinator CDC-Secretariat

**Proceedings:**

**I. Call to Order**

All members of the Bacoor City Development Council Executive Committee were present. There being a quorum, the Chairman officially called the meeting to order at exactly 10:35AM.

**II. Reading of Agenda and Proceedings**

**GRANT OF SERVICE RECOGNITION INCENTIVE (SRI) AND GRATUITY PAY TO CONTRACT SERVICE (COS) AND JOB ORDER (JO) WORKERS IN GOVERNMENT EMPLOYEES FOR FISCAL YEAR 2022 AS PER ADMINISTRATIVE ORDER NO. 01 AND 03, SERIES OF 2022 OF THE OFFICE OF THE PRESIDENT DATED DECEMBER 16, 2022 AND DECEMBER 23, 2022 IN THE AMOUNT OF EIGHTEEN MILLION SIX HUNDRED THIRTY-FIVE THOUSAND PESOS (Php18,635,000.00 ) ONLY**

The meeting started with a prayer led by Councilor Rogelio M. Nolasco. All the attendees are being welcomed, rules and proper decorum are being laid-out during city council executive committee meeting. Mr. Jesus D. Francisco, CDC Secretariat was given the floor to start with the discussion:

That on December 16, 2022, President Ferdinand R. Marcos, Jr. signed the Administrative Order No. 01, series of 2022: **Authorizing the Grant of Service Recognition Incentive (SRI) to Government Employees for Fiscal Year 2022.**

That under Section 1 of AO No. 01, series of 2022 dated 16 December 2022, the grant of a one-time Service Recognition Incentive (SRI) at a uniform rate not exceeding Twenty Thousand Pesos (Php 20,000,000.00) each;

That under Section 2 of AO No.1, series of 2022, **Grant of SRI** shall be subject to the following conditions:

- The civilian personnel are occupying regular, contractual or casual positions;
- The personnel are still in government service as of 30 November 2022;
- The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of 30 November 2022, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission;



- d. Those who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of 30 November 2022 shall be entitled to a pro-rated share of the SRI, as follows:

Length of Service	Percentage of the Incentives
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

and;

- e. The employees have not received any additional year-end benefit in FY 2022 over and above the benefit authorized under Republic Act (RA) No. 6886, as amended by RA No. 8441.

That under Section 6 of AO No. 1, series of 2022, **SRI for Employees in Local Government Units (LGUs)**.

- a. The grant of the one-time SRI to employees in LGUs, including those in the barangays, shall be determined by their respective sanggunians depending on the LGU's financial capability, subject to the PS limitation in LGU budgets under RA No. 7160 or the "Local Government Code of 1991," and the conditions set forth in Section 2 hereof, at a uniform rate not exceeding Twenty Thousand Pesos (PhP20,000.00), chargeable against their respective FY 2022 local government funds. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LGU; and
- b. In determining the amount of the SRI, the sanggunians shall exercise prudence and judicious use of government funds, ensuring that the expenditure is reasonable and will not, in any way, prejudice the delivery of services to the public.

Furthermore, on December 23, 2022, President Ferdinand R. Marcos, Jr. signed the Administrative Order No. 03, series of 2022: **Authorizing the Grant of Gratuity Pay to Contract of Service (COS) and Job Order (JO) Workers in Government for Fiscal Year 2022**.

That under Section 1 of AO No. 03 series of 2022 dated December 23, 2022, **Grant of Gratuity Pay**. All workers whose services are engaged through COS and JO, who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2022, and whose contracts are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding Five Thousand Pesos (PhP 5,000) each;

That those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2022, and whose contracts are still effective as of same date, may also be granted the one-time Gratuity Pay, on a pro rata basis, as follows:

Length of Service	Amount of Gratuity Pay
3 months but less than 4 months	Not exceeding P4,000.00
2 months but less than 3 months	Not exceeding P3,000.00
Less than 2 months	Not exceeding P2,000.00

That under Section 5 of AO No. 03, series of 2022 dated December 23, 2022, **Grant of Gratuity Pay in Local Government Units (LGUs)**. LGUs are enjoined to adopt in their respective office the grant of Gratuity Pay to workers whose services are engaged through COS and JO, utilizing appropriate and available funding sources from their respective local government funds;

That the corresponding supplemental budget for the purpose shall be enacted by the local Sanggunian concerned within FY 2022;

That granting a year-end Gratuity Pay to COS and JO workers is a well-deserved recognition of their hardwork in implementing programs, projects and activities, and pivotal role in the delivery of government services amidst the ongoing COVID-19 pandemic and present socio-economic challenges;

Hon. Ramon M. Bautista, Brgy.Chairman and President of Liga ng mga Barangay, remarked that Grant of Service Recognition Incentive to Government Employees and Grant of Gratuity Pay to COS and JO workers is very well-deserved recognition of their hard work.

The Chair, Catherine Sarino-Evaristo informed the City of Bacoor to adopt in their respective offices the Grant of Service Recognition Incentive to Government Employees under Section 6 of AO No. 01 series of 2022 dated December 16, 2022 and Grant of Gratuity Pay to workers whose services are engaged through COS and JO, under Section 5 of AO No. 03 series of 2022 dated December 23, 2022 to utilized appropriate funding sources from their respective local government funds and the corresponding supplemental budget for the purpose shall then be enacted by the local Sanggunian with FY 2022.

After careful deliberation and study of the matter and upon motion of Hon. Rogelio M. Nolasco and unanimously seconded by the council present on regular CDC meeting assembled, that the **Grant of Service Recognition Incentive to Government Employees and Grant of Gratuity Pay to Contract of Service (COS) and Job Order (JO) Workers in Government for Fiscal Year 2022** of the City of Bacoor, Cavite be approved.

There being no other matters to discuss, the meeting adjourned at about 12:45 pm and the Chairman, Hon. Catherine-Sarino-Evaristo, Acting City Mayor, thanked all the attendees for taking time to participate in the meeting.

Prepared by:



**JESUS D. FRANCISCO**  
CDC Secretariat



**CITY DEVELOPMENT COUNCIL**

EXCERPT FROM THE MINUTES OF THE BACOOR CITY DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE EMERGENCY MEETING, CITY OF BACOOR, CAVITE HELD LAST DECEMBER 27, 2022 AT 10:30AM, STRIKE CONFERENCE HALL, 3<sup>RD</sup> FLR. BGC BUILDING, BACOOR BOULEVARD, CITY OF BACOOR, CAVITE.

**CDC Resolution No. 15 Series of 2022- SIP#5**

A RESOLUTION ENDORSING TO THE SANGGUNIANG PANLUNGSOD FOR ITS APPROVAL, THE GRANT OF SERVICE RECOGNITION INCENTIVE (SRI) TO GOVERNMENT EMPLOYEES FOR FISCAL YEAR 2022 AS PER ADMINISTRATIVE ORDER NO. 01, SERIES OF 2022 AND GRATUITY PAY TO CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS IN GOVERNMENT FOR FISCAL YEAR 2022 AS PER ADMINISTRATIVE ORDER NO. 03, SERIES OF 2022 OF THE OFFICE OF THE PRESIDENT AMOUNTING TO EIGHTEEN MILLION SIX HUNDRED THIRTY-FIVE THOUSAND PESOS (PHP 18,635,000.00) ONLY.

WHEREAS, on December 16, 2022, President Ferdinand R. Marcos, Jr. signed the Administrative Order No. 01, series of 2022: **Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2022.**

WHEREAS, under Section 1 of AO No. 01, series of 2022 dated 16 December 2022, the grant of a one-time Service Recognition Incentive (SRI) at a uniform rate not exceeding Twenty Thousand Pesos (Php 20,000,000.00) each;

WHEREAS, under Section 2 of AO No. 1, series of 2022, **Grant of SRI** shall be subject to the following conditions:

- a. The civilian personnel are occupying regular, contractual or casual positions;
- b. The personnel are still in government service as of 30 November 2022;
- c. The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of 30 November 2022, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission;
- d. Those who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of 30 November 2022 shall be entitled to a pro-rated share of the SRI, as follows:

Length of Service	Percentage of the Incentives
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

and;

- e. The employees have not received any additional year-end benefit in FY 2022 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.

WHEREAS, under Section 6 of AO No. 1, series of 2022, **SRI for Employees in Local Government Units (LGUs).**

- a. The grant of the one-time SRI to employees in LGUs, including those in the barangays, shall be determined by their respective sanggunians depending on the LGU's financial capability, subject to the PS limitation in LGU budgets under RA No. 7160 or the "Local Government Code of 1991," and the conditions set forth in Section 2 hereof, at a uniform rate not exceeding Twenty Thousand Pesos (Php20,000.00), chargeable against their respective FY 2022 local government funds. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LGU; and
- b. In determining the amount of the SRI, the sanggunians shall exercise prudence and judicious use of government funds, ensuring that the expenditure is reasonable and will not, in any way, prejudice the delivery of services to the public.

WHEREAS, the Administration recognizes all government employees for their collective and invaluable contribution to the government's continuing efforts to ensure responsive delivery of services to the public, especially in the midst of the continuing public health emergency due to COVID -19 pandemic and other socio-economic challenges;



**WHEREAS**, on December 23, 2022, President Ferdinand R. Marcos, Jr. signed the Administrative Order No. 03, series of 2022: **Authorizing the Grant of Gratuity Pay to Contract of Service (COS) and Job Order(JO) Workers in Government for Fiscal Year 2022**;

**WHEREAS**, under Section 1 of AO No. 03 series of 2022 dated December 23, 2022, **Grant of Gratuity Pay**. All workers whose services are engaged through COS and JO, who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2022, and whose contracts are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding Five Thousand Pesos (PhP 5,000) each;

**WHEREAS**, those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2022, and whose contracts are still effective as of same date, may also be granted the one-time Gratuity Pay, on a pro rata basis, as follows:

Length of Service	Amount of Gratuity Pay
3 months but less than 4 months	Not exceeding P4,000.00
2 months but less than 3 months	Not exceeding P3,000.00
Less than 2 months	Not exceeding P2,000.00

**WHEREAS**, under Section 5 of AO No. 03, series of 2022 dated December 23, 2022, **Grant of Gratuity Pay in Local Government Units (LGUs)**. LGUs are enjoined to adopt in their respective office the grant of Gratuity Pay to workers whose services are engaged through COS and JO, utilizing appropriate and available funding sources from their respective local government funds;

**WHEREAS**, the corresponding supplemental budget for the purpose shall be enacted by the local Sanggunian concerned within FY 2022;


**WHEREAS**, granting a year-end Gratuity Pay to COS and JO workers is a well-deserved recognition of their hard work in implementing programs, projects and activities, and pivotal role in the delivery of government services amidst the ongoing COVID-19 pandemic and present socio-economic challenges;

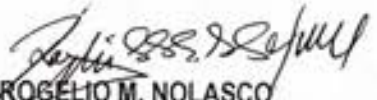
**NOW WHEREFORE**, upon motion of Hon. Rogelio M. Nolasco and unanimously seconded by the council present on regular CDC meeting assembled, that the **Grant of Service Recognition Incentive (SRI) to Government Employees and Grant of Gratuity Pay to Contract of Service (COS) and Job Order (JO) Workers in Government for Fiscal Year 2022** of the City of Bacoor, Cavite be approved.


**RESOLVED FURTHER**, to furnish the Office of the Sangguniang Panlungsod with copies of this Resolution for their approval and the Department of Interior and Local Government (DILG) for their information and guidance.

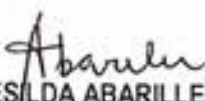
**UNANIMOUSLY APPROVED** this 27<sup>th</sup> day of December 2022 in the City of Bacoor, Province of Cavite.

  
HON. CATHERINE SARINO- EVARISTO  
Acting City Mayor

  
HON. IAN MERCADO-REVILLA  
Member, House of Representatives  
2<sup>nd</sup> Legislative District, province of Cavite

  
HON. ROGELIO M. NOLASCO  
Sangguniang Panlungsod, Chairman  
Committee on Finance Appropriation & Budget

  
HON. RAMON M. BAUTISTA  
President, Liga ng mga Barangay  
Chairman

  
BLESILDA ABARILLE  
Bacoor Alliance of Pinagbuklod and (BAP), Inc.  
Representing the 28CSOs/NGOs members of  
Full Council

  
JESUS D. FRANCISCO  
City Planning & Development Coordinator  
CDC-Secretariat



MALACANAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 01

**AUTHORIZING THE GRANT OF SERVICE RECOGNITION INCENTIVE TO  
GOVERNMENT EMPLOYEES FOR FISCAL YEAR 2022**

**WHEREAS**, Section (4)(h) of Congressional Joint Resolution (JR) No. 4 (s. 2009) authorizes the grant of (i) incentives to reward an employee's loyalty to government service and contributions to the agency's continuing viable existence; (ii) incentives as rewards for exceeding agency financial and operational performance targets to motivate employee efforts toward higher productivity; and (iii) other existing benefits to be categorized by the Department of Budget and Management (DBM) as incentives;

**WHEREAS**, Section (17)(iv) of JR No. 4 provides that the President, upon the recommendation of the DBM, is authorized to update the Compensation and Position Classification System for civilian personnel and the Base Pay Schedule for military and uniformed personnel, as well as policies on and levels of allowances, benefits, and incentives applicable to all government personnel;

**WHEREAS**, Administrative Order (AO) Nos. 19 (s. 2019), 37 (s. 2020), and 45 (s. 2021) authorized the grant of Service Recognition Incentive to government employees for Fiscal Years (FYs) 2019, 2020 and 2021, respectively, in recognition of the hardwork, commitment, and dedication to public service of government personnel; and

**WHEREAS**, the Administration recognizes all government employees for their collective and invaluable contribution to the government's continuing efforts to ensure responsive delivery of services to the public, especially in the midst of the continuing public health emergency due to the COVID-19 pandemic and other socio-economic challenges;

**NOW, THEREFORE, I, FERDINAND R. MARCOS, JR.**, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

**Section 1. Service Recognition Incentive for Employees in the Executive Department.** This Order authorizes the grant of a one-time Service Recognition Incentive (SRI) at a uniform rate not exceeding Twenty Thousand Pesos (P20,000.00) for each of the following personnel in the Executive Department:

- a. Civilian personnel in national government agencies (NGAs), including those in state universities and colleges (SUCs) and government-owned or -controlled corporations (GOCCs), occupying regular, contractual or casual positions; and

- b. Military personnel of the Armed Forces of the Philippines under the Department of National Defense, and uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government, the Bureau of Corrections under the Department of Justice, the Philippine Coast Guard under the Department of Transportation, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources.

**Section 2. Conditions on the Grant of the SRI.** The grant of the SRI shall be subject to the following conditions:

- a. The civilian personnel are occupying regular, contractual or casual positions;
- b. The personnel are still in government service as of 30 November 2022;
- c. The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of 30 November 2022, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission;
- d. Those who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of 30 November 2022 shall be entitled to a pro-rated share of the SRI, as follows:

Length of Service	Percentage of the Incentive
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10 %

and;

- e. The employees have not received any additional year-end benefit in FY 2022 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.

**Section 3. Exclusion from the Grant of the SRI.** Those engaged without employer-employee relationship and whose compensation are funded from non-Personnel Services (PS) appropriations/budgets are excluded from the grant of the SRI, such as:

- a. Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- b. Laborers engaged through job contracts (*pakyaw*) and those paid on piecework basis;
- c. Student workers and apprentices; and
- d. Individuals and groups of people whose services are engaged through job

orders, contracts of service or others similarly situated.

**Section 4. Funding Source of the SRI for Employees in the Executive Department.** The funding source for the grant of the SRI to employees in the Executive Department shall be governed by the following:

- a. For NGAs, including SUCs, and military and uniformed personnel, the amount required shall be charged against the available released Personnel Services (PS) allotments of the respective agencies under RA No. 11639 or the "FY 2022 General Appropriations Act (GAA)";
- b. In case of deficiency, the amount required may be charged against the Maintenance and Other Operating Expenses allotment of the concerned government agency, subject to the rules on modification in allotments under Section 78 of the General Provisions of the FY 2022 GAA, and other pertinent budgeting, accounting and auditing rules and regulations;
- c. For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets (COBs) for FY 2022 only; and
- d. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the NGA or GOCC.

**Section 5. SRI for Employees in the Legislative and Judicial Departments and Other Offices Vested with Fiscal Autonomy.** Employees of the Senate, House of Representatives, Judiciary, Office of the Ombudsman and Constitutional Offices vested with fiscal autonomy may likewise be granted a one-time SRI by their respective heads of office at a uniform rate not exceeding Twenty Thousand Pesos (₱20,000.00) each, chargeable against the available released allotment of their respective agencies, subject to the conditions set forth in Section 2 hereof. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the concerned office.

**Section 6. SRI for Employees in Local Government Units (LGUs).**

- a. The grant of the one-time SRI to employees in LGUs, including those in the *barangays*, shall be determined by their respective *sanggunians* depending on the LGU's financial capability, subject to the PS limitation in LGU budgets under RA No. 7160 or the "Local Government Code of 1991," and the conditions set forth in Section 2 hereof, at a uniform rate not exceeding Twenty Thousand Pesos (₱20,000.00), chargeable against their respective FY 2022 local government funds. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LGU; and
  - b. In determining the amount of the SRI, the *sanggunians* shall exercise prudence and judicious use of government funds, ensuring that the expenditure is reasonable and will not, in any way, prejudice the delivery of services to the public.
-

The corresponding supplemental budget for the purpose shall be enacted by the local *sanggunian* concerned within FY 2022.

**Section 7. SRI for Employees in Local Water Districts (LWDs).** LWDs may also grant the SRI to their employees at a uniform rate to be determined by their Boards of Directors (BOD), which shall not exceed Twenty Thousand Pesos (₱20,000.00) each, chargeable only against their respective BOD-approved FY 2022 COBs, subject to the conditions set forth in Section 2 hereof. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the LWD.

**Section 8. SRI for Employees in Agencies Exempted from the Coverage of RA No. 6758, as amended.** NGAs and GOCCs exempted from the coverage of RA No. 6758, as amended, may also grant the SRI to their employees at a uniform rate to be determined by their agency heads or governing boards, which shall not exceed Twenty Thousand Pesos (₱20,000.00) each, chargeable against the NGA's available funds and the GOCC's FY 2022 COB, subject to the conditions set forth in Section 2 hereof. Should the identified funding source prove insufficient to cover the full amount of the SRI, a lower but uniform amount shall be paid to all qualified employees of the concerned agency.

**Section 9. Payment Date.** The payment of the SRI to all qualified government employees shall not be earlier than 20 December 2022.

**Section 10. Supplemental Guidelines.** As may be necessary, the DBM shall issue supplemental guidelines to effectively implement this Order.

**Section 11. Separability.** If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**Section 12. Repeal.** All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

**Section 13. Effectivity.** This Order shall take effect immediately.

**DONE**, in the City of Manila, this 16th day of December, in the year of our Lord, Two Thousand and Twenty-Two.

By the President:

  
LUCAS P. BERSAMIN  
Executive Secretary





MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 03

**AUTHORIZING THE GRANT OF GRATUITY PAY TO  
CONTRACT OF SERVICE AND JOB ORDER WORKERS IN  
GOVERNMENT FOR FISCAL YEAR 2022**

**WHEREAS**, various government agencies engage the services of workers under contract of service (COS) and job order (JO) schemes to support the implementation of their respective programs, projects, and activities;

**WHEREAS**, under the Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular (JC) No. 02 (s. 2022), departments/agencies may engage the services of new COS/JO workers through individual contracts and renew the individual contracts of their existing COS/JO workers until 31 December 2024;

**WHEREAS**, while COS and JO workers in the government are paid salaries/wages equivalent to those received by personnel occupying comparable positions in government and a premium of up to 20% of such salary/wage, they do not enjoy benefits accorded to regular government employees as they have no employer-employee relationship with the government;

**WHEREAS**, granting a year-end Gratuity Pay to COS and JO workers is a well-deserved recognition of their hard work in implementing programs, projects and activities, and pivotal role in the delivery of government services amidst the ongoing COVID-19 pandemic and present socio-economic challenges;

**WHEREAS**, Administrative Order No. 46 (s. 2021) authorized the grant of Gratuity Pay to COS and JO workers in government for Fiscal Year (FY) 2021; and

**WHEREAS**, Section 17, Article VII of the Constitution vests in the President the power of control over all executive departments, bureaus and offices;

**NOW, THEREFORE, I, FERDINAND R. MARCOS, JR.**, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

**Section 1. Grant of Gratuity Pay in National Government Agencies and Instrumentalities.** All workers whose services are engaged through COS and JO, who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December

2022, and whose contracts are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding Five Thousand Pesos (P5,000) each.

Those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2022, and whose contracts are still effective as of same date, may also be granted the one-time Gratuity Pay, on a *pro rata* basis, as follows:

Length of Service	Amount of Gratuity Pay
3 months but less than 4 months	Not exceeding P4,000
2 months but less than 3 months	Not exceeding P3,000
Less than 2 months	Not exceeding P2,000

For purposes of this Order, actual service shall refer to services rendered on-site. However, subject to the discretion of the Agency Head and the availability of funds, services rendered by COS and JO workers under any alternative work arrangements prescribed under COA-DBM JC No. 01 (s. 2022) may also be considered as actual service.

**Section 2. Coverage.** This Order shall cover workers whose services are directly engaged through COS and JO by national government agencies (NGAs), state universities and colleges (SUCs), government-owned or -controlled corporations (GOCCs) and local water districts (LWDs).

**Section 3. Funding Sources.** Funds needed to implement this Order shall be chargeable against the following sources:

- a. For NGAs and SUCs, against their respective available Maintenance and Other Operating Expenses (MOOE) allotment for the same program, activity or project (P/A/P) where the compensation of workers engaged through COS and JO are sourced, subject to approval of the Agency Head.

In case of deficiency, agencies may modify the allotment issued within a P/A/P, subject to approval by the Agency Head or the Department of Budget and Management (DBM), as the case may be, pursuant to the rules on the modification in allotments under Section 78 of the General Provisions of Republic Act No. 11639 or the "FY 2022 General Appropriations Act (GAA)," and existing laws and issuances; or submit a request to augment actual deficiencies from savings in other P/A/Ps, subject to approval of the President, in accordance with rules on use of savings and augmentation under Sections 75 and 76 of the General Provisions of the FY 2022 GAA, and existing laws and issuances; and

- b. For GOCCs and LWDs, against their respective approved corporate operating budgets.

**Section 4. Use of Savings.** Requests for the use of savings under Section 3(a) hereof shall be submitted by NGAs and SUCs to the DBM not later than five (5) working days from the effectivity of this Order, for endorsement to the Office of the President. All such requests shall be supported by the following documents:

- a. Report on the number and names of workers engaged through COS and JO qualified for Gratuity Pay, as certified by the head of the human resource

- management unit and endorsed by the Department Secretary or Agency Head concerned; and
- b. Certification from the budget officer that the required amount from the existing MOOE allotment is free from any obligation and may be declared as savings pursuant to Sections 75 and 77 of the General Provisions of the FY 2022 GAA, to cover the funding requirements for the grant of Gratuity Pay, likewise endorsed by the Department Secretary or Agency Head concerned.

The DBM shall release the corresponding Special Allotment Release Order and Notice of Cash Allocation, as needed, upon approval of the President.

**Section 5. Grant of Gratuity Pay in Local Government Units (LGUs).** LGUs are enjoined to adopt in their respective offices the grant of Gratuity Pay to workers whose services are engaged through COS and JO, utilizing appropriate and available funding sources from their respective local government funds.

The corresponding supplemental budget for the purpose shall be enacted by the local *sanggunian* concerned within FY 2022.

**Section 6. Supplemental Guidelines.** As may be necessary, the DBM shall issue supplemental guidelines for the effective implementation of this Order.

**Section 7. Repeal.** All orders, rules and regulations and other issuances or parts thereof, which are inconsistent with this Order are hereby revoked, amended or modified accordingly.

**Section 8. Separability.** If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**Section 9. Effectivity.** This Order shall take effect immediately.

DONE, in the City of Manila, this 23<sup>rd</sup> day of December, in the year of our Lord, Two Thousand and Twenty-Two.



By the President:

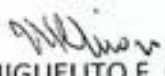


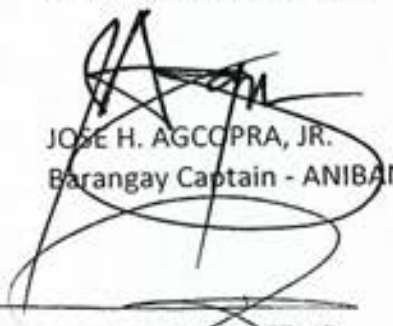
LUCAS P. BERSAMIN  
Executive Secretary

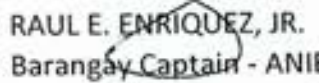






Republic of the Philippines  
Province of Cavite  
**CITY OF BACOODR**


  
MIGUELITO F. GIRON  
Barangay Captain - ALIMA

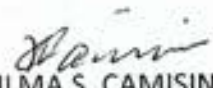
  
JOSE H. AGCOPRA, JR.  
Barangay Captain - ANIBAN I

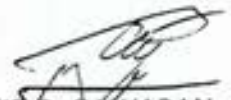
  
RAUL E. ENRIQUEZ, JR.  
Barangay Captain - ANIBAN II


  
MARICRIS T. STA. ANA  
Barangay Captain - ANIBAN III

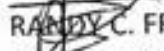
  
EDWARD J. BAYLON  
Barangay Captain - ANIBAN IV


  
ARIEL B. LOMBOS  
Barangay Captain - ANIBAN V

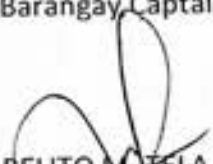
  
WILMA S. CAMISIN  
Barangay Captain - BANALO

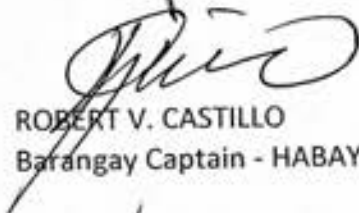
  
ALFIE D. GAWARAN  
Barangay Captain - BAYANAN

  
FEDERICO H. ESPIRITU  
Barangay Captain - CAMPOSANTO


  
RANDY C. FRANCISCO  
Barangay Captain - DAAN BUKID

  
EDGARDO V. PURIFICATION  
Barangay Captain - DIGMAN


  
RELITO M. TELA  
Barangay Captain - DULONG BAYAN


  
ROBERT V. CASTILLO  
Barangay Captain - HABAY I

  
RAMON N. BAUTISTA  
Barangay Captain - HABAY II

  
ALFONSO P. SANTOS  
Barangay Captain - KAINGEN

  
GEORGE G. MEDINA  
Barangay Captain - LIGAS I

  
DELFIN F. PASCUAL JR.  
Barangay Captain - LIGAS II

  
PABLO N. MORALES  
Barangay Captain - LIGAS III





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**CITY OF BACOOR**

ZALDY T. MARIANO JR.  
Barangay Captain - MABOLO I

ROBERT G. NOLASCO  
Barangay Captain - MAMBOG IV

ROEHL R. MAÑAGO III  
Barangay Captain - MABOLO II

RENE A. ANG  
Barangay Captain - MAMBOG V

EDGARDO G. LANUZA  
Barangay Captain - MABOLO III

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Barangay Captain - MOLINO I

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Barangay Captain - MALIKSI I

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Barangay Captain - MOLINO II

LIBERATO R. DIZON  
Barangay Captain - MALIKSI II

APOLONIO J. ADVINCULA JR.  
Barangay Captain - MOLINO III

NIETO S. TOLEDO  
Barangay Captain - MALIKSI III

JEFFREY P. CAMPAÑA  
Barangay Captain - MOLINO IV

NARCISO N. DE GUZMAN  
Barangay Captain - MAMBOG I

HORACIO M. BRILLANTES JR.  
Barangay Captain - MOLINO V

JOSELITO P. AGAPITO  
Barangay Captain - MAMBOG II

RONALD J. JAVIER  
Barangay Captain - MOLINO VI

JOHN ERNEST C. ADVINCULA  
Barangay Captain - MAMBOG III

FERDINAND G. GAWARAN  
Barangay Captain - MOLINO VII





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**BENJAMIN I. PELINGON**  
Barangay Captain - NIOG I

**RAFAEL V. PATERNO III**  
Barangay Captain - PANAPAAN VII

**ALEXANDER D. FELIZARDO**  
Barangay Captain - NIOG II

**FERDINAND S. BARBA**  
Barangay Captain - PANAPAAN VIII

**PASTOR B. SAGENES**  
Barangay Captain - NIOG III

**FE M. ANG**  
Barangay Captain - QR CENTRAL

**MAY M. TORRIJOS**  
Barangay Captain - PANAPAAN I

**SIEGFRED Z. DE LEON**  
Barangay Captain - QR EAST

**ROMMEL B. SAGALA**  
Barangay Captain - PANAPAAN II

**JAIME P. ABUG**  
Barangay Captain - QR WEST

**ALVIN BRYAN M. MACAVINTA**  
Barangay Captain - PANAPAAN III

**LUISITO A. MANLAPAS**  
Barangay Captain - REAL I

**CARLITO O. GALVEZ**  
Barangay Captain - PANAPAAN IV

**BRIAN C. AGANUS**  
Barangay Captain - REAL II

**JORWIN B. BAUTISTA**  
Barangay Captain - PANAPAAN V

**FERDINAND R. GARDUQUE**  
Barangay Captain - SALINAS I

**GLORY JASMIN F. DARIA**  
Barangay Captain - PANAPAAN VI

**JOHN MARVIN S. SIBAL**  
Barangay Captain - SALINAS II





Republic of the Philippines  
Province of Cavite  
**CITY OF BACOR**

MEDELINO V. BASA  
Barangay Captain - SALINAS III

ARMANDO P. KHO  
Barangay Captain - SALINAS IV

SONNY BOY M. FRANCISCO  
Barangay Captain - SAN NICOLAS I

EDGARDO G. PANTONI  
Barangay Captain - SAN NICOLAS II

GEORGE G. GAWARAN  
Barangay Captain - SAN NICOLAS III

CARIDAD I. SANCHEZ  
Barangay Captain - SINEGUELASAN

JESUS ARNOLD L. DE LEON  
Barangay Captain - TABING DAGAT

ERNESTO G. MATEO  
Barangay Captain - TALABA I

ABITO E. MAHILAC  
Barangay Captain - TALABA II

CORALYN L. PULIDO  
Barangay Captain - TALABA III

ARNOLD G. VECINO  
Barangay Captain - TALABA IV

ROGELIO A. MIRANDA  
Barangay Captain - TALABA V

MARIANO A. ROGACION JR.  
Barangay Captain - TALABA VI

RENATO C. DIZON  
Barangay Captain - TALABA VII

VIVIAN G. RAMIREZ  
Barangay Captain - ZAPOTE I

LORINDA G. BAUTISTA  
Barangay Captain - ZAPOTE II

ADELAIDA J. CATANGHAL  
Barangay Captain - ZAPOTE III

CORAZON F. SAN JUAN  
Barangay Captain - ZAPOTE IV

ERNESTO G. DE ROSAS  
Barangay Captain - ZAPOTE V





Republic of the Philippines  
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**CITY OF BACOR**

**CDC NGO**

**PTR. SAMUEL BALDON**  
City of Bacoor Ministries Association

**ANNA LYN DORILLO**  
Summerhill Townhomes Subd. Phase 3  
HOA Inc.

**CLEOFE MORAL**  
Bacoor Responsible Organization Incorporated

**GUIA OLLER**  
Bacoor Homeowners Association Council  
(BHOACI) Inc.

**LUCITA BAMBA**  
Alabang Zapote Blues Jeepney Transport  
Group Inc.

**MAÍTA TINGCOCO**  
Samahang Mangangalaga ng Galvez  
Compound Maliksi 3 Inc.

**JENNIE MERIOLES**  
Primarosa North Village HOA, inc.

**LARRY S. BAUTISTA**  
Progressive Village 3 HOA, Inc.

**NORBERTO LORENZO**  
United Neighborhood Credit  
Cooperative

**BLESILDA ABARELES**  
Bacoor Alliance of Pinagbuklod  
(BAP) Inc.

**LUZ AVILINAR**  
Nagkakaisang Ina ng Bacoor Inc.

**JULIANA MIRANDA**  
Bravery Love Service Ladies  
Organization Inc.

**VIRGINIA TORIO**  
Kilusang Kababaihang Kabitenya ng  
Bacoor Inc.

**GEMMA VILLAVICENCIO**  
Strike Bacoor Communications  
Group Inc.

**GEMMA VINZON**  
Visacol-Luzon Inc.

**DULCE ROBERTA CREENCIO**  
Society of Concerned Women of Bacoor

**ROSITA TABUSO**  
Samahang Nagkakaisang Mabubuting  
Mamamayang Pilipino Inc.

**RAUL RODUTA**  
Kabisig Multi-Purpose Transport Service  
Cooperative



**STRIKE!**  
SA SERBISYO

Address: Bacoor Government Center, Bacoor Blvd - Brgy. Bayanan, City of Bacoor, Cavite  
Trunkline: 434-1111 Website: [www.bacoor.gov.ph](http://www.bacoor.gov.ph)



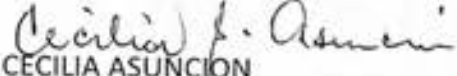
Official Website




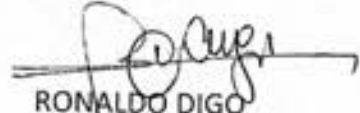
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Province of Cavite  
**CITY OF BACOR**

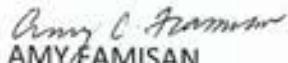
**CDC NGO**


  
MARISSA ISLA  
Magnificat Transport Cooperative

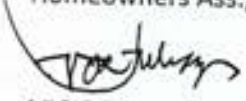
  
CECILIA ASUNCION  
Bagong Silang II Multi-Purpose Cooperativ


  
JESUS B. FRANCISCO  
Bacoor City Employees Multi-Purpose  
Cooperativre

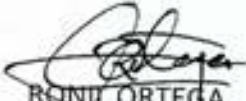
  
RONALDO DIGO  
Sorrento Townhomes Association, Inc.

  
AMY FAMISAN  
Federation of Salinas Urban  
Homeowners Ass., Inc.

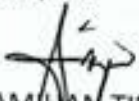
  
MA. THERESA TAN  
Greenbreeze Village Homeowners  
Ass. Inc.

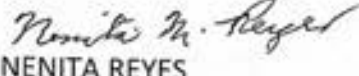
  
VIC DE JULLIAN, JR.  
Greenstone Neighborhood Ass. Inc.


  
ROMEO SACDALAN  
Buffalo Fire and Rescue Volunteers Inc.

  
RONIL ORTEGA  
Greenvalley PH3 Homeowners  
Association, Inc.

  
ENRIQUITA ROPERO  
Kaagapay Homeowners Association Inc.

  
JUSTA AMIHAN TIMBAL  
Aksyon Masasakit Organization  
(AMO) Inc.

  
NENITA REYES  
Pederasyon ng Senior Citizens Association  
ng Siyudad ng Bacoor, Cavite Inc.

  
MANUEL ARRIOLA  
League of Motorcyle Riders Inc.



**CY-2022 SUPPLEMENTAL INVESTMENT PROGRAM (SIP)**  
 As of December 2022  
 City of Bacoor, Cavite

AIP Reference Code (1)	Program/Project/Activity Description (2)	Implementing Office (3)	Schedule of Implementation		Expected Output (6)	Funding Source (7)	Amount (8)	(in thousand pesos)		Total (11)	Amount of Climate Change PPAs (in thousand pesos)			
			Start Date (4)	Completion date (5)				Maintenance and Other Operating Expenses (MOOE) (9)	Capital Outlay (CO) (10)		Climate Change Adaptation (12)	Climate Change Mitigation (13)/CC	Typology Code (14)	
	<b>OFFICE OF THE MAYOR</b>													
1000-000-2-01-001-019-000-000	<b>MISCELLANEOUS PERSONNEL BENEFITS FUND</b>													
1000-000-2-01-001-019-004-000	Grant of Service Recognition Incentive as per Administrative Order No. 1 dated December 16, 2022	MO	December	December		GF	11,690,000.00			11,690,000.00				
1000-000-2-01-001-025-000-000	<b>VARIOUS LOCAL GOVERNMENT AFFAIRS</b>													
1000-000-2-01-001-025-004-014	Grant of Gratuity Pay to Contract of Services & Job Order workers as per Administrative Order No. 03 dated December 23, 2022	MO	December	December		GF		6,945,000.00		6,945,000.00				
	<b>TOTAL</b>						Php11,690,000.00	Php6,945,000.00		Php18,635,000.00				

Prepared by:

  
**JESUS B. FRANCISCO**  
 City Planning & Development Coordinator

Attested by:

  
**ELVINA S. GUERRERO**  
 City Budget Officer

  
**CATHERINE SASTRO-EVARISTO**  
 Acting City Mayor