



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
**UNIVERSITY OF THE PHILIPPINES**

Quezon Hall, UP Diliman, Quezon City 1101 Philippines  
(02) 8981-8500 loc. 2525/2526 | ovpa@up.edu.ph

02 May 2024

**MEMORANDUM NO. ACR 24 – 69**

FOR : Chancellors  
Director, UP PGH  
Dean, UP Tacloban College

SUBJECT : **Guidelines for the Grant of the Mid-Year Bonus for FY 2024**

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The DBM Budget Circular No. 2017-2 dated 08 May 2017 prescribes the “Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2017 and Years Thereafter”<sup>1</sup>, and authorizes agencies to issue specific guidelines in this regard.

**1. Coverage**

- 1.1 All regular full-time and part-time UP faculty and staff (whether permanent, temporary, casual, and contractual):
  - 1.1.1 Who have rendered at least a total or an aggregate of four (4) months of service including leaves of absence with pay within the period 01 July 2023 to 15 May 2024;
  - 1.1.2 Who are still in the government service as of 15 May 2024; and
  - 1.1.3 Who have received at least a satisfactory performance rating in July-December 2023 rating period, or the applicable performance rating period of at least ninety (90) calendar days or three (3) months, provided that Item 1.1.1 and Item 1.1.2 hereof are complied with;
- 1.2 Faculty and staff whose services have been extended beyond compulsory retirement, provided that Item 1.1.1, Item 1.1.2 and Item 1.1.3 hereof are complied with; and
- 1.3 Those formally charged with administrative cases and/or criminal cases which are still pending for resolution or those with penalty imposed is only a reprimand.
- 1.4 Faculty and staff who are on full-time scholarship, subject to clarification/additional guidelines issued per DBM BC No. 2019-4<sup>2</sup>.

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<sup>1</sup><https://www.dbm.gov.ph/wp-content/uploads/Issuances/2017/Budget%20Circular/BUDGET%20CIRCULAR%20NO.%202017-2.pdf>

<sup>2</sup>

<https://www.dbm.gov.ph/wp-content/uploads/Issuances/2019/Budget-Circular/BUDGET-CIRCULAR-NO.-2019-4.pdf>

## 2. Exclusions

- 2.1 Those who have rendered a total or an aggregate of less than four (4) months of service from 01 July 2023 to 15 May 2024;
- 2.2 Those who are no longer in government service as of 15 May 2024;
- 2.3 Those hired without employer-employee relations, such as those covered by contract of service and job order; lecturers; consultants or experts performing specific duties or services with expected outputs; student and graduate assistants; laborers of projects under contract; and others with similar conditions; and
- 2.4 Those formally charged with administrative and/or criminal cases and were found guilty by final and executory judgment in the year of finality of the decision. The Mid-Year Bonus shall be refunded by the personnel if received within the period.


## 3. Implementation

- 3.1 All qualified faculty and staff (based on coverage defined in Section 1; and exclusions in Section 2) shall be paid a Mid-Year Bonus equivalent to one (1) month basic salary, exclusive of allowances and other forms of compensation;
- 3.2 The Mid-Year Bonus of the faculty and staff on detail to another government agency shall be paid by the University of the Philippines, while those on secondment shall be paid by the recipient agency; and
- 3.3 The Mid-Year Bonus of personnel who transferred from one agency to another shall be paid by the new agency.

## 4. Payment

Payment of the Mid-Year Bonus shall be made **not earlier than 15 May 2024**. *Funds are included in the release of PS requirements to CUs/PGH/UPTC for May 2024.*

Please be guided accordingly.

  
**AUGUSTUS C. RESURRECCION**  
Vice President for Administration

cc: Office of the President  
Vice Presidents, Secretary of the University