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**MEMORANDUM**

**TO :** **ALL CONCERNED BOC OFFICIALS AND EMPLOYEES**  
 This Bureau

**FROM :** **REY LEONARDO B. GUERRERO**  
 Commissioner *JAN 11 2021*

**SUBJECT :** **GRANT OF GRATUITY PAY TO COS AND JO WORKERS**

**DATE :** **07 JANUARY 2021**



BOC-03-07248

1. Pursuant to Administrative Order 38, authorizing the grant of gratuity pay for Fiscal year 2020 to contract of service and job order workers in government.
2. Grant a year-end gratuity pay to COS and JO workers is a well-deserved recognition of their hard work in implementing programs, projects, activities, including those which are part of the emergency COVID 19 response efforts of the government.
3. That the amount required to implement the abovementioned administrative order shall be charged against the Other professional Services under Maintenance and Other Operating expenses allotments.
4. Therefore, the Bureau shall pay **THREE THOUSAND PESOS** (Php3,000.00) to 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 services.
5. Those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of December 15, 2020, and whose contracts are still effective as of the same date, may also be granted a one-time gratuity pay on a pro-rata basis, as follows:

Length of Service	Amount of Gratuity Pay
3 months or more but less than 4 months	Not exceeding P2,000
2 months or more but less than 3 months	Not exceeding P1,500
Less than 2 months	Not exceeding P1,000

6. For implementation.