



OCOM Memo No. 07-2023

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MEMORANDUM

TO : ALL CONCERNED BOC OFFICIALS AND EMPLOYEES
 This Bureau

FROM : *[Signature]*
YOGI FILEMON I. RUIZ **DEC 29 2022**
 Acting Commissioner *fr*

SUBJECT : GRANT OF GRATUITY PAY TO CONTRACT OF SERVICE
 AND JOB ORDER WORKERS.

DATE : 29 DECEMBER 2022

 BOC-03-16678

1. Administrative Order 03 dated December 23, 2022, authorized the grant of gratuity pay for Fiscal year 2022, 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, and pivotal role in the delivery of government services amidst the ongoing COVID-19 pandemic and present socio-economic challenges.
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 **FIVE THOUSAND** (Php5,000.00) 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, 2022, 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 P4,000
2 months or more but less than 3 months	Not exceeding P3,000
Less than 2 months	Not exceeding P2,000

6. Effective immediately.