



MASTER COPY

MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES
This Bureau

FROM : 
YOGI FILEMON L RUIZ DEC 29 2022
Acting Commissioner *IB*

SUBJECT : PAYMENT OF SERVICE RECOGNITION INCENTIVE

DATE : 29 DECEMBER 2022



BOC-03-16678

1. Administrative Order (AO) No. 01 dated December 16, 2022 authorized the grant of a one-time Service Recognition Incentive (SRI) for FY 2022 at a uniform amount not exceeding Twenty Thousand Pesos (P20,000) for each government employee.
2. The SRI is being granted to government employees who are deserving to be rewarded for their collective and unceasing participation and invaluable contribution to the Administration's continuing efforts toward the establishment of streamlined government processes and more responsive delivery of public services, especially in the midst of the public health emergency caused by the COVID-19 pandemic and other socio-economic challenges.
3. The amount required for personnel occupying regular, contractual, or casual positions that have rendered at least a total or an aggregate of four (4) months satisfactory service as of November 30, 2022. However, those have rendered less than a total or an aggregate of four (4) months of satisfactory service as of November 30, 2022 shall be entitled to a pro-rated share of the SRI. (Section 2(d) of AO No. 1).
4. Pursuant to Section 4 of AO 01 and shall be charged against available Maintenance and Other Operating Expenses allotment subject to the rules on modification in allotment under Section 78 of the General Appropriations of the FY 2022 GAA and other pertinent budgeting, accounting, and auditing rules and regulation.
5. Therefore, the Bureau shall pay **TWENTY THOUSAND PESOS (Php20,000.00)** to entitled employees occupying regular and casual positions.
6. Effective immediately.