

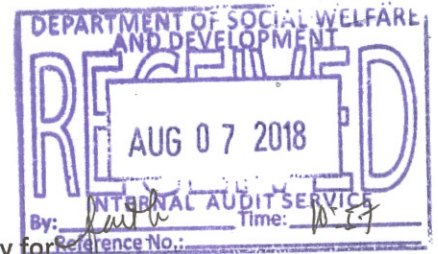
MEMORANDUM

FOR : All Concerned Officials and Employees
DSWD – Central Office and Field Offices

FROM : The Officer-in-Charge, Office of the Assistant Secretary for
Financial and Legal Services

SUBJECT : Eligibility of Individuals on the Grant of PBB for FY 2018

DATE : July 30, 2018



Please be informed that Section 7.12 of Memorandum Circular 2018-1 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order (EO) No. 80 s. 2012 and EO No. 201 s. 2016) issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011) dated May 28, 2018 states that ***“Officials and employees who failed to liquidate all cash advances received in CY 2018 within the reglementary period, as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB”***.

As specified in the said COA Circulars, cash advances are those granted to cashiers, disbursing officers and duly designated officers and employees for other legally authorized purposes with the following reglementary periods to liquidate cash advances:

- i. Salaries, Wages, etc. – within five (5) days after each fifteen (15) day/end of the month pay period;
- ii. Petty Operating Expenses and Field Operating Expenses – within twenty (20) days after the end of the year; subject for replenishment as frequently as necessary during the year;
- iii. Local Travels – within thirty (30) days after the return of official/employee concerned to his official station;
- iv. Foreign Travels - within sixty (60) days after the return of official/employee concerned to his official station; and
- v. Specific activities/payout for programs/projects – 30 days after the activity/the last payout, provided that all balances shall be refunded after non-payout for a period of more than 60 days.

In relation to this, all concerned officials and employees who fail to liquidate cash advance within the reglementary period shall not be entitled to receive the corresponding Performance-Based Bonus for Fiscal Year 2018.

For information and compliance.

Certify True Copy:


HORACIO S. SAMSON, JR.
Records and Archives Mgt. Division


Carlo Florendo C. Castro
Officer-in-Charge