

SUPPLEMENTAL RULES AND REGULATIONS ON THE APPROPRIATION FOR PERSONNEL BENEFITS CHARGEABLE AGAINST THE ANNUAL OR SUPPLEMENTAL BUDGET OF THE LOCAL GOVERNMENT UNITS

DBM CIVIL SERVICE COMMISSION DBM JOINT CIRCULAR NO. 2, S. 2003, October 20, 2003

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/7f489297fb3c/>

Section 1. Purpose - This Circular is being issued to provide supplemental rules and regulations relative to personnel benefits chargeable against savings that may be charged against the annual or supplemental budget of Local Government Units (LGUs).

Section 2. Legal Bases - (a) Sec. 2 of Republic Act 7160 (Local Government Code of 1991), provides that LGUs shall enjoy genuine and meaningful autonomy to enable them to attain their fullest development as self-reliant communities and make them more effective partners in the attainment of national goal. (b) section 325 of RA 7160 authorizes the LGUs to use, for their personnel services, forty-five percent (45%) in the case of first to third class provinces, cities, and municipalities and fifty-five percent (55%) in the case of fourth class or lower, of the total annual income from regular sources realized in the next preceding fiscal year.

Section 3. Coverage - This Circular shall apply to all authorized personnel benefits of the LGUs such as Monetization of Leave Credits, CAN Incentive Bonus, overtime Pay, and such other benefits that are authorized by law but are chargeable against savings of the LGUs.

Section 4. Rules and Regulations - The following rules and regulations shall govern the provision of personnel benefits that may be charged against the annual or supplemental budget of the LGUs:

(a) The personnel benefits referred to under Section 3 above may also be included by direct appropriation either in the Annual or Supplemental Budget of the LGU concerned, provided these are within the personnel services limitation as stipulated under Section 325 of RA 7160.

(b) The personal services limitation shall be computed in accordance with Local Budget Circular No. 75 dated July 12, 2002.

Section 5. Responsibility. The Local Chief Executive concerned shall be personally liable for any payment of subject personnel benefits not in accordance with the provisions of this Circular without prejudice to the refund of any excess payment by the officials and employees concerned.

Section 6. Repealing Clause - All rules and regulations inconsistent with the provisions of this circular shall be deemed modified accordingly.

Section 7. Effectivity. This Circular shall take effect immediately

Adopted: 20 Oct. 2003

(SGD.) KARINA CONSTANTINO-DAVID

Chairman
Civil Service Commission
(SGD.) EMILIA T. BONCODIN
Secretary
Department of Budget and Management

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.