

AMPLIFYING AND CLARIFYING THE IMPLEMENTATION OF THE GRANT OF AMELIORATION ASSISTANCE TO ALL GOVERNMENT PERSONNEL

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1. Purpose

This Circular is issued to amplify and clarify the implementation of the grant of Amelioration Assistance to all personnel of the national government, government-owned and-controlled corporations, government financial institutions and local government units as authorized under Administrative Order No. 365 dated October 10, 1997.

2. Coverage

The coverage of Administrative Order No. 365 is hereby amplified to include government personnel who are under the following circumstances from January 1, 1997 to the date of payment of Amelioration Assistance in the agency as directed/approved by the agency head concerned:

- 2.1 those who have rendered at least a total of four (4) months of service including leaves of absence with pay;
- 2.2 those who are on approved leave without pay but have rendered at least a total of four (4) months of service; and
- 2.3 those who have rendered less than four (4) months of service.

3. Exemptions

The exemption on the grant of Amelioration Assistance as provided under Administrative Order No. 365 is hereby expanded to include government personnel under the following instances from January 1, 1997 to the date of payment of Amelioration Assistance in the agency as directed/approved by the agency head concerned:

- 3.1 those with pending cases until exonerated, viz.:
 - 3.1.1 when under preventive suspension;
 - 3.1.2 when formally charged in administrative cases i.e. their offices have found, after preliminary investigation, that a prima facie case exists against them and the requisite written formal charge has been issued by the disciplining authority;
 - 3.1.3 when they have pending cases before the Office of the Ombudsman, the Prosecutor's Office or of other administrative bodies which relates to acts or omissions in connection with their official duties or functions and where it has already been resolved by the offices concerned that there exist prima facie cases; and
 - 3.1.4 when there is pending criminal information filed against them in Courts which relate to acts or omission in connection with their official duties or functions.
- 3.2 those who are formally charged in administrative cases and/or meted penalties;
 - 3.2.1 In this regard, if the penalty meted out to an employee is only a reprimand, such penalty is not one that can

be made as basis of disqualification to receive the said benefit.

3.3 those who are absent without leave (AWOL); and

3.4 those who are not hired as part of the organic manpower of government entities but as consultants or experts for a limited period to perform specific activities or services with expected outputs; student laborers; apprentices, laborers of contract projects; mail contractors, including those paid by piecework basis; and others similarly situated.

4. Rules and Regulations

4.1 The Amelioration Assistance of government personnel who are on full-time or part-time detail with another government agency or special project shall be drawn from their respective mother agency. In the case of those who are paid from project funds, the benefit shall be drawn from the same source where they drawn their salaries. No one shall receive the benefit from more than one source.

4.2 Government personnel who rendered less than four (4) months of service shall be entitled to Amelioration Assistance pro-rated as follows:

Length of Service	Percentage of the Authorized Amount
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less than 1 month	0%
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1 month but less than 2 months	10%
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2 months but less than 3 months	30%
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3 months but less than 4 months	50%
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4.3 The Amelioration Assistance of government personnel who transferred from one agency to another shall be granted by their new office.

5. Responsibility of the Head of Entity

The head of entity shall be held responsible and personally liable for any payment of Amelioration Assistance not in accordance with the provisions of Administrative Order No. 365 and this Circular without prejudice, however, to refund of any excess payment by the official or employee concerned.

6. Saving Clause

Cases not covered by the provisions of this Circular shall be submitted to the Secretary of Budget and Management for appropriate evaluation and resolution.

7. Effectivity

This Circular shall take effect immediately.

Adopted: October 15, 1997

(SGD.) SALVADOR M. ENRIQUEZ, JR.
Secretary

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