



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



DEC 17 2024

**PPA MEMORANDUM CIRCULAR
NO 014 - 2024**

**SUBJECT IMPLEMENTING GUIDELINES ON THE GRANT OF SERVICE
RECOGNITION INCENTIVE (SRI) TO GOVERNMENT
EMPLOYEES FOR FISCAL YEAR (FY) 2024**

To ensure the proper implementation for the grant of Service Recognition Incentive (SRI) for FY 2024 to qualified PPA officers and employees, pursuant to Administrative Order No. 27 dated December 12, 2024 "Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2024", and Department of Budget and Management (DBM) Budget Circular No. 2024 - 7 dated December 16, 2024, "Guidelines on the Grant of Service Recognition Incentive to Government Employees for FY 2024", the following guidelines are hereby prescribed:

I. COVERAGE

All PPA officials and employees, regular, temporary or co-terminous, with duly approved appointment and are still in the service **as of November 30, 2024**, shall be entitled to the grant of SRI.

II. EXCLUSION

Those engaged without an employer-employee relationship and whose compensation are funded from non-Personnel Services (PS) appropriations/budgets are excluded from the grant of the SRI such as:

- (1) Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
- (2) Laborers engaged through job contracts (pakyaw) and those paid on piecework basis;
- (3) Student workers and apprentices; and
- (4) Individuals and groups of people whose services are engaged through job orders, contract of service, or others similarly situated.

III. CONDITIONS

The SRI, which shall be granted as a one-time incentive at a uniform rate not exceeding Twenty Thousand Pesos (Php 20,000.00), shall be given to PPA qualified officers and employees **not earlier than December 15, 2024**, subject to the following conditions:

- (1) The personnel are occupying regular, temporary or co-terminus positions;
- (2) The personnel are still in the government service as of November 30, 2024;
- (3) The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of November 30, 2024, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission;
- (4) Personnel who have rendered less than a total or an aggregate of four (4) months of satisfactory service as of November 30, 2024, shall be entitled to a pro-rated SRI, as follows:

Length of Service	Percentage of Php 20,000.00	Corresponding Amount
3 months but less than 4 months	40%	P 8,000.00
2 months but less than 3 months	30%	6,000.00
1 month but less than 2 months	20%	4,000.00
Less than one month	10%	2,000.00

- (5) The personnel have not received any additional year-end benefit in FY 2024 over and above the benefit authorized under Republic Act (RA) No 6686, as amended by RA No. 8441.
- (6) The personnel have not been found guilty of any administrative or criminal cases by final and executory judgement in **FY 2024**. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the SRI.
- (7) The SRI of the personnel who transferred from one agency to another shall be granted by the new agency.
- (8) A compulsory retiree, on service extension as of November 30, 2024, may be granted the SRI, subject to the pertinent conditions and guidelines under DBM Budget Circular No. 2024 – 7.

IV. FUNDING SOURCE

The funding for the payment of the SRI shall be chargeable against the Authority's approved Corporate Operating Budget (COB) for FY 2024. The Controllership Department is hereby directed to release the necessary funds to all PPA RCs concerned.

V. RESPONSIBILITIES OF PPA

The PPA Management shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

VI. SEPARABILITY

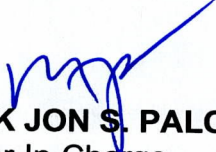
If any provision of this circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

VII. REPEAL

All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this circular are hereby repealed or modified accordingly.

VIII. EFFECTIVITY

This memorandum circular takes effect immediately.


MARK JON S. PALOMAR
Officer-In-Charge