



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City

DEC 29 2022

MEMORANDUM CIRCULAR

No. 2022- 16

SUBJECT : GUIDELINES ON THE ONE-TIME GRANT OF RICE ASSISTANCE TO ALL DENR EMPLOYEES, CONTRACT OF SERVICE AND JOB ORDER WORKERS FOR FISCAL YEAR 2022

Pursuant to the provisions of Administrative Order No. 2, series of 2022, issued by the Office of the President, Authorizing the One-Time Grant of Rice Assistance to all Government Employees and Workers for Fiscal Year (FY) 2022, the following guidelines is hereby issued on the grant of FY 2022 one-time assistance at a uniform quantity of **twenty-five (25) kilograms** of rice for each personnel of the DENR:

I. ENTITLEMENT

- a. Personnel who are occupying **regular, contractual (Personnel Services) or casual positions;**
- b. Individuals and groups of people whose services are engaged through **Job Order (JO), Contracts of Service (COS),** or other similarly situated as defined under Sections 6.2 and 6.3 of the Commission on Audit-DBM Joint Circular (JC) No. 2 dated October 20, 2020, as amended;
- c. The beneficiaries are still in the government service and/or engaged by government agencies as of **30 November 2022.**

II NON-ENTITLEMENT

- a. Consultants and experts engaged for a limited period to perform activities or services with expected outputs;
- b. Laborers engaged through job contracts (pakyaw) and those paid on piecework basis;
- c. Students workers and apprentices; and
- d. Workers hired through institutional contract of service who are assigned in government agencies.

III. FUND SOURCE

The funding source requirement shall be charged against the **Contingent Fund under R.A. No. 11639**, subject to compliance with relevant laws, rules and regulations.

IV. REPORTORIAL REQUIREMENTS

All DENR Regional Offices and Bureaus shall submit online to the Budget Division, Financial and Management Service, a report on the total number of employees authorized to receive the rice assistance through email at budget@denr.gov.ph.

The Line Bureaus (MGB and EMB) and Attached Agencies (NAMRIA, NWRB, PCSD, NRDC and LLDA) are required to submit their respective report to the Financial and Management Service (FMS) and Human Resource Development Service (HRDS) for information and consolidation purposes.

V. EFFECTIVITY

This Circular shall take effect immediately.


MARIA ANTONIA YULO LOYZAGA
Secretary

