



Excerpt from the minutes of the Regular Session of the Sangguniang Panlungsod of the City of Naga, Cebu held on December 06, 2017 at the Session Hall, Legislative Building, City of Naga, Cebu.

Present:

- |                              |                                 |
|------------------------------|---------------------------------|
| HON. OTHELLO M. CHIONG       | - Vice Mayor/Presiding Officer  |
| HON. ALEXANDER R. LARA       | - Sangguniang Panlungsod Member |
| HON. VIRGILIO M. CHIONG      | - Sangguniang Panlungsod Member |
| HON. AURELIO B. ALINSONORIN  | - Sangguniang Panlungsod Member |
| HON. DELFIN R. SEÑOR         | - Sangguniang Panlungsod Member |
| HON. AFSHIN MARK K. SEÑOR    | - Sangguniang Panlungsod Member |
| HON. CARMELINO N. CRUZ, JR.  | - Sangguniang Panlungsod Member |
| HON. RODRIGO A. NAVARRO      | - Sangguniang Panlungsod Member |
| HON. PABLO A. ABANGAN        | - Sangguniang Panlungsod Member |
| HON. LUZMINDA R. LAPITAN     | - Sangguniang Panlungsod Member |
| HON. PORFERIO V. RESABA, JR. | - Sangguniang Panlungsod Member |
| HON. JUSTINO L. DAKAY        | - ABC President                 |

**ORDINANCE NO. 2017-024**

**AN ORDINANCE ENACTING THE GUIDELINES FOR THE RELEASE OF THE MONETARY INCENTIVE PURSUANT TO CITY ORDINANCE NO. 2017-023**

**BE ENACTED** by the Sangguniang Panlungsod of the City of Naga, Cebu, in session assembled, that:

**SECTION 1.** – There is hereby enacted by the Guidelines for the grant of monetary incentive to all officials and employees (permanent, co-terminous, temporary and casual) of the City Government of Naga, Cebu pursuant to City Ordinance No. 2017-023, as follows:

1.0 PURPOSE. The enactment of the Guidelines pursuant to City Ordinance No. 2017-023 is intended to consolidate, update and clarify rules and regulations on the grant or release of monetary incentives through cash, herein collectively referred to as MONETARY INCENTIVE.

2.0 COVERAGE.

- 2.1. All officials and employees (permanent, co-terminous, temporary, casual) of the City Government of Naga, Cebu, who are under the following instances from January 01 to November 30, 2017;
  - 2.1.1. Those who have rendered service at least a total or an aggregate of four (4) months of service including leaves of absence with pay and still in active service as of November 30, 2017;
  - 2.1.2. Those who are on approved leave of absence without pay but have rendered at least a total or an aggregate of four (4) months of service provided they are not yet dropped from the rolls; and
  - 2.1.3. Those who have rendered less than four (4) months of service.

3.0 EXEMPTIONS.

- 3.1. The aggregate service requirement of the City Government officials and employees for the purpose of the grant of monetary incentive shall include such service before the termination of their employment during the year under the following modes: resignation, separation not for cause, termination of appointment or end of term in office and such services from the date they were rehired/reappointed during the year to the same or another position.
- 3.2. All City Government officials and employees under the following instances shall not be entitled to the monetary incentive:
  - 3.2.1. Those on absence without leave (AWOL);
  - 3.2.2. Consultants, experts, student laborers, apprentices, laborers of contracted projects (pakyaw), contractors, those paid on piecework basis and others similarly situated; and
  - 3.2.3. Those who were formally charged with administrative or criminal cases which relate to acts of omissions in connection their official

duties and functions and found guilty and/or meted penalties, subject to the conditions stipulated in 4.2 thereof.

**4.0. RULES AND REGULATIONS.**

**4.1. Payment of Monetary Incentives.**

4.1.1. City Government officials and employees (permanent, co-terminous, temporary, casual) who have rendered at least a total of four (4) months service including leaves of absence with pay from January 1 to November 30, 2017 and who are in the service as of November 30, 2017 shall receive the monetary incentive in the amount THIRTY THOUSAND PESOS (P30,000.00).

4.1.2. City Government officials and employess (permanent, co-terminous, temporary, casual) who rendered less than a month but not more than four months of service as of November 30, 2017, shall be entitled to the monetary incentive pro-rated as follows:

LENGTH OF SERVICE	PERCENTAGE OF THE MONETARY INCENTIVE
3 months but less than 4 months	50%
2 months but less than 3 months	40%
1 month but less than 2 months	30%
Less than 1 month	20%

**4.2. Personnel charged with administrative or criminal cases:**

4.2.1. City Government officials and employees (permanent, co-terminous, temporary, casual) formally charged with administrative cases and are still pending for resolution shall be entitled to the monetary incentive until found guilty and meted with penalties.

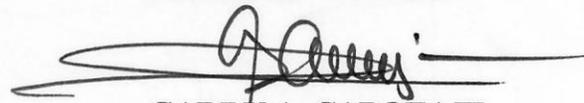
4.2.2. Those found guilty shall not be entitled to the monetary incentive, except when the penalty meted out is only a reprimand.

**SECTION 2. SAVING CLAUSE.** Cases not covered by the Provisions of these Guidelines shall be referred to the Local Finance Committee for recommendation, subject to approval by the Sangguniang Panlungsod.

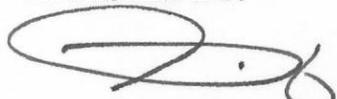
**SECTION 3. EFFECTIVITY.** These Guidelines shall take effect immediately upon approval.

**UNANIMOUSLY APPROVED** this 6<sup>th</sup> day of December 2017, on motion of Hon. Pablo A. Abangan, seconded by Hon. Luzminda R. Lapitan.

CERTIFIED CORRECT:

  
**GARRY A. CABOTAJE**  
Secretary to the Sanggunian

ATTESTED BY:

  
**OTHELLO M. CHIONG**  
Vice Mayor/Presiding Officer

APPROVED BY:

  
**KRISTINE VANESSA T. CHIONG**  
City Mayor