



Republika ng Pilipinas
National Irrigation Administration
(PAMBANSANG PANGASIWAAN NG PATUBIG)
Lungsod ng Quezon

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MC No. ~~43~~, s. 2018

MEMORANDUM CIRCULAR

**TO : THE SENIOR DEPUTY ADMINISTRATOR/ DEPUTY ADMINISTRATORS,
DEPARTMENT/REGIONAL/ PROJECT MANAGERS, DIVISION MANAGERS
AND ALL OTHERS CONCERNED**

SUBJECT: GUIDELINES ON THE GRANT OF LOYALTY AWARD FOR CY 2018

Pursuant to NIA Board of Directors Resolution No. 8534-18, series of 2018 dated 5/22/2018 and consistent with the revised policies on the grant of Loyalty Award as embodied in Memorandum Circular No. 6, s. 2002 of the Civil Service Commission and implemented under NIA MC No. 41, s. 2002, a Loyalty Award consisting of a Cash Gift of One Thousand Pesos (P1,000.00) per year of service contingent on the availability of Agency savings is hereby granted.

1.0 COVERAGE

The Loyalty Award shall be granted to NIA permanent, casual, and co-terminous personnel provided they meet the residence requirement within the period under review, i.e. from June 23, 2017 to June 22, 2018 viz:

- 1.1 Those who shall have completed their first ten (10) years of continuous service in NIA as of June 22, 2018, its Anniversary date, shall receive a cash award of Ten Thousand Pesos (P10,000.00) and a Certificate of Recognition.
- 1.2 Those who as of June 22, 2018, shall have completed another five (5) years of continuous service since their last loyalty grant shall receive a cash award of Five Thousand Pesos (P5,000.00) and a Certificate of Recognition.

2.0 POLICY GUIDELINES

The revised guidelines on the grant of Loyalty Award are as follows:

- 2.1 NIA shall grant the Award to an official or employee who completed initially the ten (10) years of continuous and satisfactory service.

- 2.2 An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-Year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.

In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period shall qualify for the five 5-year milestone loyalty award.

3.0 FUNDING SOURCE

The amount to cover the Loyalty Award for qualified Central/ Regional/ Integrated Irrigation Systems/ Field employees shall be chargeable against COB funds/ subsidy while the funding requirement for project personnel shall be charged against their respective project funds.

4.0 RESPONSIBILITY OF APPROVING OFFICIALS

Chief of Offices concerned shall be held personally liable for any payment not in accordance with the provisions of this Circular without prejudice, however, to the refund of any excess payment by the employee concerned.

5.0 SAVING CLAUSE

Inquiries relative to the grant of this Award shall be directed to the Office of the Deputy Administrator for Administrative & Finance Sector Attention: Human Resources Division, Administrative Department.

Be guided accordingly.


GEN RICARDO R VISAYA (Ret)
Administrator

05-18-18



NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT: Grant of Loyalty Award to NIA Employees for CY 2018

RESOLUTION NO. 8534-18
SERIES OF 2018

RESOLVED, as it is hereby resolved, on motion duly seconded, to approve the grant of Loyalty Award to qualified NIA Employees who, as of June 22, 2018, have completed their first ten (10) years of continuous and satisfactory service to NIA or who have, for another five (5) years, additionally served the Agency since their last Loyalty Award, in accordance with Section 7 (e), Loyalty Award, Rule X of Employee Suggestions and Incentive Awards System Implementing Book V of Executive Order No. 292 and its Omnibus Rules as amended. A cash award of One Thousand pesos (P1,000.00) per year of loyal service chargeable against the Agency's savings and Certificate of Recognition shall be given to each of the awardees.

RESOLVED FURTHER, that the amount of **Four Hundred Fifty Thousand Pesos (Php450,000.00)** representing payment to qualified employees in the NIA-Central Office and CO Project Charged personnel (Annex "B") is authorized to be charged against the Agency's savings.

Date Adopted:

May 22, 2018

I, the undersigned, hereby certify that the foregoing is a true copy of the Resolution adopted by the Board of Directors of the National Irrigation Administration and as read in the Minutes of a duly constituted meeting of said Board held on May 22, 2018.

936th Regular Board Meeting


ATTY. JISELLE RAE A. VILLAMOR
Corporate Board Secretary