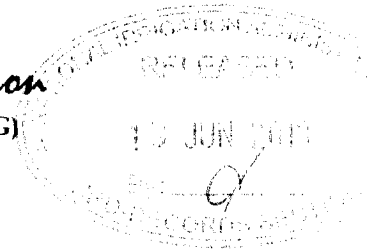


Republika ng Pilipinas
National Irrigation Administration
(PAMBANSANG PANGASIWAAN NG PATUBIG)
Lungsod ng Quezon



Office Address: National Government Center
EDSA, Diliman, Quezon City, Philippines
Telephone Nos.: (02) 929-6071 to 78
Website: www.nia.gov.ph

Telefax No (632) 928-9343
TIN No. 000-916-415

MC No. 47, s. 2019

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 2019

Pursuant to Civil Service Commission Memorandum Circular No. 6, s. 2002, "Revised Policies on the Grant of Loyalty Award" 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, 2018 to June 22, 2019 viz:

- 1.1 Those who shall have completed their first ten (10) years of continuous service in NIA as of June 22, 2019, 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, 2019, 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 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.

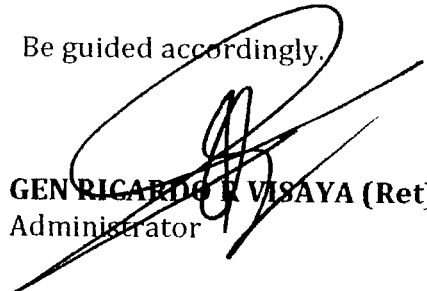
4.0 RESPONSIBILITY OF APPROVING OFFICIALS

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

06-18-19

(Date)



CSC MC No. 06, s. 2002

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING STATE UNIVERSITIES AND COLLEGES AND GOVERNMENT-OWNED-AND-CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : Revised Policies on the Grant of Loyalty Award

Pursuant to CSC Resolution No. 02-0295 dated Feb. 26, 2002, the Commission amends the policies on the grant of loyalty award. These policies were formulated to recognize the continuous and satisfactory service rendered in the government by officials and employees for a period of ten years. The revised policies are as follows:

1. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
2. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
3. 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 may qualify for the 5-year milestone loyalty award.

* (For purposes of computing the ten-year continuous and satisfactory service, the computation of the length of service for the grant of step increment provided for in CSC MC No. 50, s. 1990 shall be adopted. Said Memorandum Circular states that, "authorized vacation leave without pay for an aggregate of fifteen (15) days, inclusive of Saturdays, Sundays and holidays, shall not interrupt the continuity of the three-year service requirement...")

4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

5. The awardee shall receive a loyalty memorabilia/souvenir as follows:

10 and 15 years	-	bronze service pin
20 and 25 years	-	silver service ring
30, 35 and 40 years	-	gold service medallion

or other memorabilia/souvenir as may be provided in the agency PRAISE.

6. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

Please be guided accordingly.


KARINA CONSTANTINO-DAVID
Chairman

March 01, 2002
OAC/AIAP/mta
MC re. Revised Policies on Loyalty Award



Revised Policies on
The Grant of Loyalty Award

X-----X

CSC RESOLUTION NO. 020295

WHEREAS, Section 35, Chapter 5, Book V of Executive Order No. 292 provides that there shall be established a government-wide employee suggestions and incentive awards system which shall be administered under such rules, regulations and standards as may be promulgated by the Civil Service Commission;

WHEREAS, Section 7(e), Rule 10 of the Omnibus Civil Service Rules and Regulations Implementing Book V of Executive Order No. 292, provides that all members of the government workforce shall receive incentive awards, including the grant of loyalty award based on continuous and satisfactory service;

WHEREAS, Item 2 of CSC MC No. 42, s. 1992 provides that loyalty award be given to government officials and employees who have completed at least ten (10) years of continuous and satisfactory service to the particular agency granting the award;

WHEREAS, this policy recognizes only the continuous and satisfactory service of those who stay in one particular agency for a period of ten years and overtook the services of those who transferred from one government agency to another;

WHEREAS, the Commission acknowledges the need to make the present policies on the grant of loyalty awards encompass all dedicated civil servants who rendered continuous and satisfactory service in the government;

NOW THEREFORE, the Commission hereby adopts the following policies relative to the grant of loyalty award:

1. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
2. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
3. 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 may qualify for the 5-year milestone loyalty award.

* For purposes of computing the ten-year continuous and satisfactory service, the computation of the length of service for the grant of step increment provided for in CSC MC No. 50, s. 1990 shall be adopted. Said Memorandum Circular states that, "authorized vacation leave without pay for an aggregate of fifteen (15) days, inclusive of Saturdays, Sundays and holidays, shall not interrupt the continuity of the three-year service requirement..."

4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

5. The awardee shall receive a loyalty memorabilia/souvenir as follows:

10 and 15 years	-	bronze service pin
20 and 25 years	-	silver service ring
30, 35 and 40 years	-	gold service medallion

or other memorabilia/souvenir as may be provided in the agency PRAISE.

6. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

RESOLVED FURTHER that the above guidelines shall be implemented effective January 01, 2002.

Quezon City, FEB 26 2002


KARINA CONSTANTINO-DAVID
Chairman


JOSE F. ERESTAIN, JR.
Commissioner


J. WALDEMAR V. VALMORES
Commissioner

Affested by:


ARIEL G. RONQUILLO
Director III

February 8, 2002
OAC-ALAP/1998
Resolution- Revised Policies on Loyalty Award



MC No. 42 .s. 1992

M E M O R A N D U M C I R C U L A R

TO: ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, STATE COLLEGES AND UNIVERSITIES, JUDICIARY AND LEGISLATURE

SUBJECT: AMENDMENT AND CLARIFICATORY GUIDELINES ON THE PROVISION OF THE OMNIBUS RULES IMPLEMENTING BOOK V OF EXECUTIVE ORDER NO. 292 ON THE GRANT OF LOYALTY AWARD FOR GOVERNMENT EMPLOYEES

Pursuant to the provision of Section 12 (2), Chapter 3, Book V of Executive Order No. 292, otherwise known as Administrative Code of 1987 and Resolution No. 92-1560 dated October 15, 1992, the following amendment to the existing provision of the Omnibus Rules implementing Book V of Executive Order No. 292 and clarificatory guidelines thereon are hereby adopted and prescribed in order to have a uniform interpretation and application on the grant of loyalty award:

1. The grant of an award, monetary or otherwise, by any government agency to its employee/s, is subject to the establishment of a Department or Agency Employee Suggestion and Incentives Awards System and the subsequent approval of the said system by the Civil Service Commission;

2. A loyalty award shall be given to an employee of the government who has completed at least 10 years of continuous and satisfactory service to the particular Office granting the award;

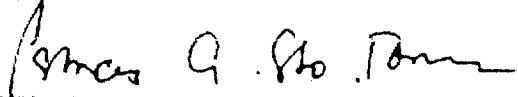
3. The service award shall consist of a loyalty pin, as follows: 10 to 15 years - bronze pin; 20 to 25 years - silver pin; and 30, 35 and 40 years - gold pin; and cash gift which shall not be more than P100.00 per year of service, contingent on the availability of agency savings. Provided however, that those who have received the award after the first 10 years shall, upon reaching the 15th year, receive only the cash gift equivalent to the five years additionally served;

Example: If a person reached 10 years of service in 1989 and received a cash gift of P1,000.00, he shall only receive P500.00 in 1994 when he reaches his 15th year of service.

4. A loyalty award is premised on continuous and satisfactory service. An unsatisfactory rating or finding of guilt in any administrative case is sufficient ground for not granting the loyalty award; and,

5. The grant of loyalty award shall apply to all officials and employees in the national and local governments, including those in government-owned and controlled corporations with original charters, state colleges and universities, judiciary and legislature.

This Memorandum Circular amends Section 7 (e), Rule X of the Omnibus Rules implementing Book V of Executive Order No. 292 and shall take effect after 15 days from its publication in the newspaper of general circulation.


PATRICIA A. STO. TOMAS
Chairman

October 15, 1992
nlv/ola/loyalmc

**CENTRAL OFFICE - LIST OF LOYALTY AWARDEES
23 JUNE 2018 TO 22 JUNE 2019**

	LENGTH OF SERVICE	AMOUNT	TOTAL
I. COB CHARGED			
CORPLAN			
1	ASPERA, MARIVIC P.	20	5,000.00
2	DALOMIAS, ELMA L.	30	5,000.00
3	DAOEY, ANN SHELLEY M.	30	5,000.00
4	GUZMAN, ROMMEL V.	20	5,000.00
5	PAULATE, AMELIA N.	15	5,000.00
			25,000.00
IAS			
1	MERCADO, GUILLERMO C.	45	5,000.00
			5,000.00
PAIS			
1	REVES, ARNEL M.	15	5,000.00
2	BERMUDEZ, PILIPINA P.	40	5,000.00
			10,000.00
DAAF			
1	BILASON, VICTORIA C.	15	5,000.00
			5,000.00
ADMINISTRATIVE DEPARMENT			
CSA			
1	BAJAO, NESTOR A.	30	5,000.00
2	MAQUINAD, MANUEL, JR. G.	30	5,000.00
3	REYES, RAMON B.	30	5,000.00
4	ROYECA. ROBERTO D.	30	5,000.00
			20,000.00
GSD			
1	BUNGCARAS, EDMUNDO E.	30	5,000.00
2	CABANADA, ERNESTO S.	30	5,000.00
3	LUCAS, ROLANDO S.	35	5,000.00
4	NOPRE, ALBE G.	15	5,000.00
5	SURIO, EDGARDO U.	20	5,000.00
6	BORAS, VIRGINIA S.	20	5,000.00
			30,000.00
HRD			
1	ANGULO, PORTIA S.	15	5,000.00
2	DAYAO, ALEX A.	15	5,000.00
3	PALAD, SALVE T.	15	5,000.00
4	RODULFO, RONALYN C.	20	5,000.00
			20,000.00

PPD-AD			
1	AGUILAR, ADRIAN M	15	5,000.00
2	SALEM, NOLINDA G.	40	5,000.00
3	TIANGCO, WILHELM S.	20	5,000.00
4	VALENZUELA, MA. ELENA P.	15	5,000.00
			20,000.00
FINANCIAL MANAGEMENT DEPARTMENT			
1	ABROGUEÑA, FARLEY C.	30	5,000.00
2	PERALTA, EDNA H.	15	5,000.00
3	REYES, DONNA V.	20	5,000.00
4	RONDON, JULITA T.	15	5,000.00
5	SURIO, IEA M.	20	5,000.00
6	VIERNEZA, RODORA C.	20	5,000.00
7	PALENCIA, SALLY S.	30	5,000.00
8	BUÑAG, NIXON M.	20	5,000.00
9	GARCIA, MYLENE C.	20	5,000.00
10	BENZON, ELIZABETH A.	10	10,000.00
			55,000.00
ENGINEERING DEPARTMENT			
1	ESGUERRA, LYDIA S.	40	5,000.00
			5,000.00
CMD			
1	DOROTEO, SUSANA E.	35	5,000.00
2	GARCIA, EDEN N.	20	5,000.00
3	SALISA, MARILOU C.	15	5,000.00
4	SURIO, CRISTINA M.	20	5,000.00
5	NOPRE, MILAGROS C.	20	5,000.00
			25,000.00
DSD			
1	BORAS, EDGARDO B.	35	5,000.00
2	CALANDAY, ELVIRA S.	40	5,000.00
3	CAMARADOR, NOLAN N.	35	5,000.00
			15,000.00
PPD-ED			
1	ALBA, EUGENIO S.	30	5,000.00
2	DE GUZMAN, HANZIEL NONILON U.	15	5,000.00
3	MAMARIL, MARIA VICTORIA J.	25	5,000.00
			15,000.00
OPERATIONS DEPARTMENT			
EMD			
1	ASTURIANO, ALBERT D.	20	5,000.00
2	GACUTAN, LIVING JONES C.	30	5,000.00
			10,000.00

IDD

1	GALLEGO, LEO L.	40	5,000.00	5,000.00
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IEC

1	BULATAO, EDEN D.	40	5,000.00	
2	LAGANG, RAMON J.	20	5,000.00	
3	MALENAB, CESAR F.	30	5,000.00	
4	TOLENTINO, ROSARIO MEDALLA C.	40	5,000.00	20,000.00

SMD

1	RAMOS, FIDEL O.	20	5,000.00	
2	TAN, HENRY O.	30	5,000.00	
3	GARRIGA, MA. LOURDES J.	25	5,000.00	15,000.00

SUB-TOTAL (COB-CHARGED)			300,000.00
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II. PROJECT CHARGED**CARP-IC**

1	DELA CRUZ, ROLANDO G.	30	5,000.00	
2	MENDOZA, MAIDA B.	20	5,000.00	
3	FERNANDEZ, FERDINAND A.	30	5,000.00	
4	LEE, MARIA THERESA C.	15	5,000.00	20,000.00

NISRIP

1	NATIVIDAD, ARNIEL M.	10	10,000.00	10,000.00
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SRIP

1	ROMENA, EMILIANO, JR G.	20	5,000.00	
2	EVANGELISTA, MA. MINENE P.	20	5,000.00	10,000.00

SUB-TOTAL (PROJECT-CHARGED)			40,000.00
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SUB-TOTAL (COB CHARGED)	300,000.00
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SUB- TOTAL (PROJECT CHARGED)	40,000.00
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CONTINGENCY	55,000.00
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GRAND TOTAL	395,000.00
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Prepared by:

S. Palad
SALVE T. PALAD
 Sr. IRMO A

Reviewed by:

MDL
MARISSA D. DE LEON
 HRM Officer IV


**LIST OF LOYALTY AWARDEES
23 JUNE 2018 TO 22 JUNE 2019**

REGIONAL OFFICE	NO. OF LOYALTY AWARDEES	AMOUNT
REGION 1	29	165,000.00
CAR	20	100,000.00
REGION 2	27	135,000.00
MARIIS	53	265,000.00
REGION 3	26	140,000.00
UPRIIS	71	440,000.00
REGION 4-A	14	70,000.00
REGION4-B	-	-
REGION 5	19	105,000.00
REGION 6	27	155,000.00
REGION 7	-	-
REGION 8	28	145,000.00
REGION 9	13	65,000.00
REGION 10	17	100,000.00
REGION 11	26	135,000.00
REGION 12	53	290,000.00
REGION 13 (CARAGA)	16	90,000.00
BBMP	15	135,000.00
CMIPP	-	-
CMIPP (UPRIIS)	8	40,000.00
JRMP	2	10,000.00
URIP	2	15,000.00
TOTAL	466	2,600,000.00

Prepared by:


SALVE T. PALAD
Sr. IRMO A

Reviewed by:


MARISSA D. DE LEON
HRM Officer IV