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

MC 79, s. 1990

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;  
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION  
MANAGERS; OPERATIONS MANAGERS; HEADS OF FOREIGN  
ASSISTED PROJECTS; PROVINCIAL IRRIGATION ENGINEERS;  
IRRIGATION SUPERINTENDENTS; CORPORATE AUDITOR;  
REGIONAL/PROJECT AUDITORS AND ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : GRANT OF CHRISTMAS BONUS

Pursuant to NIA Board Resolution No. 3975-90 dated October 22, 1990, a Christmas Bonus equivalent to one (1) month salary plus P1,000.00 cash gift provided for under Memorandum Order No. 324 dated October 5, 1990, of the Office of the President is hereby granted to NIA officials and employees in accordance with the hereunder rules, regulations and guidelines.

**1.0 COVERAGE**

NIA personnel regardless of employment status, whether monthly, daily, co-terminous, casual/seasonal or contractual, who have rendered four (4) months service from January 1, 1990 to October 31, 1990 and who continue to be in the service as of October 31, 1990 are entitled to the Christmas bonus.

**2.0 COMPUTATION**

2.1 Employees who have rendered a total of four (4) months service as of October 31, 1990 including leaves of absence with pay shall be entitled to a full Christmas bonus equivalent to one (1) month salary and P1,000.00 cash gift.

2.2 Employees who have rendered less than four (4) months service during the period January 1, 1990 to October 31, 1990 shall be entitled solely to the cash gift proportionate to the number of months served for the period under review, but shall not be less than P200.00, computed as follows:

No. of months service

$\frac{1}{4} \times P1,000 = \text{Cash Gift}$

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Provided, that a fraction of a month's service shall be considered as one (1) month.

Example:

A Clerk-Processor B who entered the NIA service on August 16, 1990

Computation:

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$\frac{3}{4} \times P1,000.00 = P750.00$

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Based on the above computation, this Clerk-Processor B is entitled to P750.00 as Cash Gift.

### 3.0 DISQUALIFICATION

3.1 An employee who served or is serving administrative/criminal penalty during the period from January 1, 1990 to October 31, 1990 except those penalties carrying fines/suspensions of salary for less than one (1) week.

3.2 An employee separated from the NIA effective October 31, 1990 or earlier due to voluntary resignation/phase out including those on terminal leave during the said period.

3.3 Consultants employed pursuant to loan agreements.

### 4.0 FUNDING

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 1990 shall be charged thereto. Those whose positions are authorized under Project Floating Plantilla shall be charged against their respective Project funds.

#### **5.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS**

Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this circular in their respective area of jurisdiction and shall be held liable for any deviation/s from the provisions hereof, without prejudice, however, to the refund of any excess payments by the employees concerned.

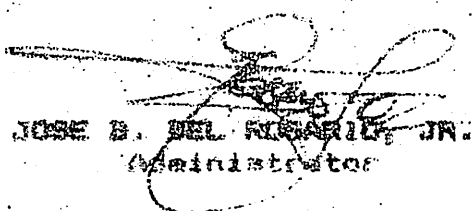
Payrolls of Central Office Personnel shall be coursed thru the Assistant Administrator for Administrative Services.

#### **6.0 SAVING CLAUSES**

Cases not covered by this Circular shall be referred to the Administrator, Attention: Assistant Administrator for Administrative Services.

The grant of Christmas bonus of one (1) month salary and P1,000.00 cash gift herein authorized shall be subject to availability of funds as certified by the Assistant Administrator for Finance and Management/Regional Accountant/Project Accountant.

Compliance hereon is enjoined.

  
JOSE B. DEL ROSARIO, JR.  
Administrator

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October, 1990