

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

MC # 31-A, S. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL
IRRIGATION MANAGERS; OPERATION MANAGERS; HEADS OF
FOREIGN-ASSISTED PROJECTS; PROVINCIAL IRRIGATION
OFFICERS; IRRIGATION SUPERINTENDENTS; CORPORATE
AUDITORS; REGIONAL/PROJECT AUDITORS AND ALL OTHERS
CONCERNED
National Irrigation Administration
SUBJECT : SUPPLEMENTAL GUIDELINES ON THE GRANT OF ONE-HALF
(1/2) MONTH ADVANCE CHRISTMAS BONUS

Board Resolution No. 6262-93 dated June 10, 1993 approves and confirms the advance payment of one-half (1/2) of the amount of the Christmas Bonus and cash gift for CY 1993 pursuant to Administrative Order No. 57 dated June 1, 1993.

Hereunder are the clarificatory guidelines pertaining to the herein quoted sections of MC # 31, s. 1993, to wit:

- 1.1 NIA personnel whether under regular, temporary or casual status, and contractual personnel whose employment are in the nature of a regular employee, who have rendered at least a total of four (4) months of service including leaves of absence with pay from January 1 to May 15, 1993 and who are still in the service as of May 15, 1993 are entitled to the benefits herein authorized.

Clarification:

This means that leaves without pay shall be excluded in determining the required minimum four (4) months of service from January 1, 1993 to May 15, 1993.

- 2.2 Officials/employees who availed themselves of the benefits herein authorized and who resigned and/or are separated from the service for whatever cause before October 31, 1993 shall be required to refund the amount received. For this purpose, the head of the office concerned and such other



employees who took part in the grant of subject benefits shall cause the deduction of the above advance payments from any benefits, including against the last salary, due the official/employee whose service ends before October 31, 1993.

Clarification :

Chiefs of offices/responsibility centers should anticipate those whose appointment/service will lapse/terminate before October 31, 1993 to ensure that deduction of the advance payment is effected especially in cases where the recipients have no other receivables except salaries, wages and allowances (PERA/Medical/Meal/Childrens).

It is emphasized that payment of the Christmas bonus and Cash Gift as authorized under R.A. 6686 is effected during the month of November of each Calendar Year. However, in its desire to assist government personnel in meeting their educational and other basic needs, government deemed it appropriate to pay one-half (1/2) of the benefits at this time of the year and the other half to be effected in November.

This memorandum takes effect immediately.

(SGD.) APOLONIO V. BAUTISTA
Administrator

15 June 1993