

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

MC # 29, s. 1994

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 AUDITOR;  
REGIONAL/PROJECT AUDITORS AND ALL OTHERS CONCERNED  
National Irrigation Administrations

**SUBJECT :** GUIDELINES FOR THE LOAN OF ONE-HALF (1/2) OF THE  
CHRISTMAS BONUS AND CASH GIFT FOR CY 1994 UNDER  
R.A. 6686 AS PRESCRIBED UNDER ADMINISTRATIVE  
ORDER NO. 132 DATED JUNE 8, 1994

1.0 PURPOSE

This Circular is issued pursuant to Administrative Order No. 132 dated June 8, 1994 prescribing guidelines for the grant of one-half (1/2) of the amount of the Christmas Bonus and Cash Gift for CY 1994 under RA No. 6686 as an interest-free loan.

2.0 COVERAGE

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 in the government from January 1 to May 15, 1994 shall have the option to receive the benefit herein authorized.

3.0 RULES AND REGULATIONS

3.1 The NIA personnel covered by this Circular shall have the option to receive an advance of one-half (1/2) of the amount of the Christmas Bonus and Cash Gift for CY 1994 under RA No. 6686 as an interest-free loan. Said loan shall be payable and deductible from the full amount of the Christmas Bonus and Cash Gift for CY 1994 accruing to the official or employee concerned during the current budget year.

- 3.2 An official or employee whose government service is terminated by whatever cause after May 15, 1994 but before the actual grant of the benefits herein authorized shall no longer be allowed to exercise said option.
- 3.3 Officials/employees who availed of the option herein authorized and who resigned and/or separated from government service for whatever cause before October 31, 1994 shall be required to pay the amounts received. For this purpose, the head of the office/agency concerned and such other officials/employees who took part in the grant of the loan, shall cause the deduction of the above from any benefits, including the last salary due the official/employee whose government service ends before October 31, 1994.
- 3.4 An official or employee who is on full time or part-time detail with another government office/agency or special project may exercise his option under this Order from his mother agency. In the case of personnel paid from project funds, the loans shall be drawn from the same source where he draws his salary. No one shall exercise the option under this Order from more than one source.
- 3.5 Officials and employees who are employed on a part-time basis are entitled to the loan provided herein corresponding to the basic salary he is actually receiving and a pro-rata amount of the P1,000.00 Cash Gift. Those, who by the nature of their employment, are on part-time service with two (2) different agencies, where part-time service in one agency is equivalent to one-half day service, shall be entitled to an amount for the corresponding service in each agency, provided that the total loan shall not exceed the equivalent amount provided in this Circular.
- 3.6 The loan under this Circular of an official/employee who has transferred from one agency to another shall be granted by his new Office.

#### 4.0 FUNDING SOURCE

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 1994 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

For compliance.

(SGD.) APOLONIO V. BAUTISTA  
Administrator

June 21, 1994