

RECORDS FILE 64

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patulong
(National Irrigation Administration)
Lungsod ng Quezon

MC # 15, s. 1996

MEMORANDUM CIRCULAR

TO : 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 Administration

SUBJECT : GRANT OF ANNIVERSARY BONUS

Pursuant to National Budget Circular No. 452 dated May 20, 1996 implementing Administrative Order No. 263 dated March 28, 1996 and confirmed under NIA Board Resolution No. 6579-96 dated May 27, 1996, an Anniversary Bonus in the amount of two thousand pesos (P2,000.00) is hereby granted each qualified NIA official/employee.

1. PURPOSE

The Anniversary Bonus herein authorized shall be granted only during milestone years of the NIA.

A milestone year refers to the 15th anniversary and to every 5th year thereafter.

2. COVERAGE

All NIA personnel whether employed on a full-time or regular, part-time basis or under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee, and who continue to be in the service as of June 22, 1996 shall be entitled to the Anniversary Bonus.

3. EXEMPTION

The following are not entitled to the grant of Anniversary Bonus:

3.1 Those who have been found guilty of any offense in connection with their work during the five-year interval between milestone years, i.e., June 22, 1988 (25th year) to June 22, 1993 (30th year)

3.2 Those who are on absence without leave (AWOL) on the date of the milestone year for which the Anniversary Bonus is being paid, i.e., June 22, 1993.

3.3 Those who are not hired as part of the organic manpower but as consultants and experts for a limited period to perform specific activities or service with expected outputs; laborers of contracted projects; and others similarly situated.

3.4 Those who do not meet the one year residence requirement as of June 22, 1993.

3.5 Those who are no longer in the service as of June 22, 1993 and thereafter.

4. RULES AND REGULATIONS

NIA which has not granted any Anniversary Bonus is granting the same for its 30th milestone year commemorated last June 22, 1993 to coincide with its 33rd anniversary this year, subject to the following guidelines.

4.1 The initial grant of Anniversary Bonus in 1996 shall be for the latest milestone year only, i.e., 30th anniversary, commemorated last June 22, 1993.

4.2 There shall be no retroactive payment of milestone years.

4.3 Officials and employees shall have rendered at least one (1) year service in NIA as of the date of the milestone year, i.e., June 22, 1993. (See Illustrative Example 1, Annex A)

4.4 Officials and employees who were hired after NIA's 30th milestone year shall not qualify to receive the Anniversary Bonus given in 1996, but only to the Anniversary Bonus to be granted in 1998. (See Illustrative Example 2, Annex A)

5. FUNDING SOURCE

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

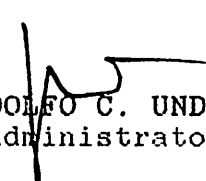
6. RESPONSIBILITY OF IMPLEMENTING OFFICIALS

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.

7.0 SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Assistant Administrator for Administrative Services and Finance & Management.

Compliance hereon is enjoined.


RODOLFO C. UNDAN
Administrator

19 June 1996

ANNEX "A"

1. NIA celebrated its latest milestone year - the 30th - on June 22, 1993 but has not granted any AB prior to the effectivity of AO 263. It is now granting AB to its official and employees for the said milestone year in FY 1996 subject to the rules and regulations provided under AO 263 dated March 28, 1996 and NBC 452 dated May 20, 1996.

- 1.1 Employee A who was hired effective May 15, 1992 shall be entitled to the AB since he satisfies the minimum one (1) year service requirement as of the date of the milestone year.
- 1.2 Employee B who was hired effective January 1, 1993 shall not be entitled to the same benefit since he does not satisfy the minimum one (1) year service requirement.
- 1.3 Employee C who transferred to another government entity as of the date of the milestone year, i.e., June 22, 1993, of NIA shall no longer be entitled to the AB granted thereat. He shall only be entitled to AB during the milestone year of his new government entity provided he satisfies the one (1) year service requirement in his new office.
- 1.4 Employee D who was granted AB transferred effective August 1, 1993 to another government entity which will be celebrating its milestone year on September 15, 1996. He shall not be entitled to the AB that will be granted by his new government entity on its milestone year on September 15, 1996 but only to the AB that will be granted on September 15, 2001.

NIA celebrated its 33rd anniversary on June 22, 1993 but has not granted any AB prior to the effectivity of AO 263. It is now granting AB in FY 1996 to its officials and employees for its milestone year - the 30th anniversary - June 22, 1993. However, Employee E who was hired after the date of the said milestone year shall not qualify to receive AB in FY 1996 but only to the AB that will be granted for the 2nd milestone year - the 30th anniversary - on June 22, 1998, of NIA.