



Republika ng Pilipinas
Pambansang Pangasiwaan ng Paubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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For circulation among CORPCAD Staff.
Thanks
NIA

OUR REFERENCE:

MC # 18, s. 1997

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 : Implementing Guidelines on the Grant of Loyalty Award for CY 1997

The grant of Loyalty Award for CY '97 is hereby authorized pursuant to the provision of Sec. 7 (e) Rule X, of the Civil Service Commission (CSC) Omnibus Rules Implementing Book V, EO No. 292, otherwise known as the Administrative Code of 1987 and CSC MC # 42, s. 1992.

- a) The award shall be granted to all NIA personnel regardless of employment status provided they are in the active service as of June 22, 1997, the Anniversary date of NIA;
- b) The award shall consist of a cash gift of One Hundred Pesos (P100.00) per year of service contingent on the availability of agency savings in accordance with CSC MC # 42, s. 1992;
- c) Those who were granted the award for the first 10/15/20/25/30/35/40 years shall, upon completion of another five (5) years receive only the cash equivalent to the five years additionally served in the NIA;

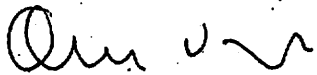
- d) A loyalty award is premised on continuous and satisfactory service. An unsatisfactory rating or finding of guilt in any administrative case is sufficient ground for not granting the loyalty award;
- e) Only services rendered prior to reinstatement in the same agency (NIA only) of employees who were terminated or separated from the service through the abolition of former office shall be included in the computation of length of service, provided, the break in the service shall not exceed one (1) year;
- f) In computing the length of service for purposes of the grant, authorized vacation leave without pay for an aggregate period of six (6) months for every ten (10) years of government service shall not interrupt the continuity of the service.

Chiefs of Offices concerned shall be held personally liable for any payment not in accordance with provisions of this circular without prejudice, however, to the refund of any excess payments by the employees concerned.

Payment of this award shall be subject to the usual accounting and auditing rules and regulations.

Inquiries relative to the granting of this award shall be directed to the Officer-In-Charge, Office of the Assistant Administrator for Administrative Services.

Be guided accordingly.


ORLANDO V. SORIANO
Adminsitator

9 June 1997