

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

MC # 43, s. 1997

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION
MANAGERS, OPERATIONS MANAGERS, PROJECT MANAGERS,
PROVINCIAL IRRIGATION OFFICERS, IRRIGATION
SUPERINTENDENTS, CORPORATE AUDITOR, REGIONAL/PROJECT
AUDITORS AND ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : GRANT OF YEAR-END BONUS AND CASH GIFT FOR CALENDAR
YEAR 1997

1.0 PURPOSE

This Circular is issued pursuant to National Compensation Circular No. 66 dated September 12, 1971 prescribing rules and regulations for the implementation of Republic Act No. 6686 authorizing the grant of annual Christmas bonus equivalent to one (1) month basic salary and additional Cash Gift of P1,000.00 to government officials and employees in recognition of their dedication to government service and in keeping with the spirit of Christmas.

2.0 COVERAGE

2.1 NIA personnel regardless of employment status whether monthly, daily, co-terminous, casual/seasonal or contractual, who have rendered four (4) months of service including leaves of absence with pay from January 1, 1997 to October 31, 1997 and who were still in the service as of October 31, 1997 are entitled to the herein year-end benefits.

2.2 NIA officials and employees who received the advance 50% bonus in May 1997 as implemented under NIA-MC No. 15, s. 1997 are entitled to receive the final installment representing the remaining 50% of the one-month year-end bonus, and the P500.00 cash gift.

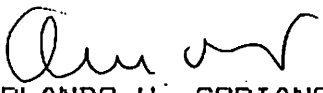
7.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS

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.

8.0 SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Officer-in-Charge, Office of Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.


ORLANDO V. SORIANO
Administrator

10
November 1997