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

MC No. 18, 1998

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL/OPERATIONS
MANAGERS, PROJECT MANAGERS, PROVINCIAL IRRIGATION
OFFICERS, IRRIGATION SUPERINTENDENTS, AND ALL
OTHERS CONCERNED
National Irrigation Administration**

**SUBJECT : GUIDELINES FOR THE AVAILMENT OF ADVANCE CHRISTMAS
BONUS AND CASH GIFT FOR CY 1998**

1.0 PURPOSE

This circular is issued pursuant to Administrative Order No. 195 dated May 30, 1995 authorizing government personnel to exercise the option to avail themselves of an interest-free loan not exceeding one-half (1/2) of the amount of the Year - End Bonus and Cash Gift authorized under RA 6686 and amended by RA 8441. This loan shall accordingly be deducted from the full amount of the Year-End Bonus equivalent to one month basic salary and/or Cash Gift of P3,000.00 accruing to the official or employee concerned for CY 1998.

2.0 COVERAGE

NIA personnel whether under regular, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee, who are still in the service as of May 15, 1998 ;

- 2.1 those who have rendered at least a total of four (4) months of service including leave of absence with pay from January 1 to May 15, 1998;
- 2.2 those who have approved leave without pay but have rendered at least a total of four (4) months of service from January 1 to May 15, 1998, provided they are not yet dropped from the rolls ; and

- 2.3 those who have rendered less than four (4) months of service from January 1 to May 15, 1998 shall be entitled solely to the following percentage of the cash gift:

| Length of Service | Percentage |
|---------------------------------|------------|
| 3 months but less than 4 months | 40% |
| 2 months but less than 3 months | 30% |
| 1 month but less than 2 months | 20% |
| Less than one month | 10% |

3.0 EXEMPTIONS

The following NIA personnel shall not be allowed to avail themselves of the loan authorized herein:

- 3.1 those who are under preventive suspension as of May 15, 1998;
- 3.2 those who are absent without leave (AWOL) as of May 15, 1998;
- 3.3 those who are formally charged in administrative cases and/or meted penalties as of May 15, 1998 and thereafter, up to October 31, 1998. Accordingly, those with pending cases are only disqualified to avail themselves of the said benefit during the first year of pendency of the case; and
- 3.4 those who may have four (4) months or more of government service but are no longer in the service as of May 15, 1998 or those whose government service ends before October 31, 1998 due to retirement/resignation/separation or for whatever reasons.

4.0 RULES AND REGULATIONS

- 4.1 NIA officials and employees who availed themselves of the loan herein authorized but later have been found to be exempted from the coverage of this circular shall be required to pay the same through payroll deduction within three (3) months from the date of such exemption. For this purpose, the head of the Agency and other officials/employees who took part in the grant of the loan shall cause the deduction of the above from any benefit, including the last salary, due the official/employee whose government service ends before October 31, 1998.
- 4.2 The loan of NIA officials and employees who are on full-time or part-time detail with another government agency or special project shall be drawn from their respective mother agency. In the case of those who are paid from project funds, the loan shall be drawn from the same source where

they draw their salaries. No one shall exercise the option under this Circular from more than one source.

4.3 NIA officials and employees who are employed on a part-time basis are entitled to the loan provided herein corresponding to the monthly basic salary he is actually receiving and a pro-rata amount of the P3,000.00 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 (1) agency is equivalent to one-half day service, shall be entitled to an amount for the corresponding one-half day service, in each agency, provided that the total loan shall not exceed the equivalent amount provided in this Circular.

4.4 The loan under this Circular of NIA officials or employees who transferred to another government agency shall be granted by their new Office.

5.0 FUNDING SOURCE

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 1998 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

6.0 RESPONSIBILITY OF CHIEFS OF OFFICES

The 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 payment by the employees concerned.

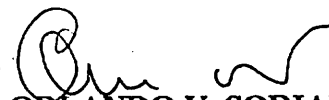
7.0 RESOLUTION OF CASES

Cases not covered by this Circular shall be referred to the Administrator
Attn.: Assistant Administrator for Administrative Services.

8.0 EFFECTIVITY

This Circular shall take effect immediately.

Compliance hereon is enjoined.


ORLANDO V. SORIANO
Administrator

April 30, 1998

AIDA - HRD/Personnel Div.
NIA



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA



BUDGET CIRCULAR

No. 11-A
April 24, 1997

TO : Heads of Department, Bureaus, Offices and Agencies of the National Government, State Universities and Colleges, Government-Owned and -Controlled Corporations and Government Financial Institutions; Local Government Units; and All Others Concerned

SUBJECT : Amending Budget Circular (BC) No. 11, dated October 31, 1996 Relative to the Grant of Year-End Bonus and Cash Gift and Advance Payment of One-Half (1/2) Thereof for FY 1996 and Years Hereafter

1. Purpose

This Circular is being issued to amend BC No. 11 to keep up with the needs of government employees;

2. Paragraph 4.3 of said Circular is hereby amended to read as follows:

"4.3 Government personnel may, however, exercise the option to receive advance payment of one-half (1/2) of the benefits authorized herein not earlier than May 1 but not later than May 31 of each year. The balance thereof shall be paid not earlier than November 15 but not later than November 30 of each year."

3. Paragraph 10 of the same Circular is likewise hereby amended to read as follows:

"10. Payment of the benefits herein authorized shall not be earlier than May 1 but not later than May 31 or not earlier than November 15 but not later than November 30 of each year, as the case may be."

4. This amendatory Circular shall take effect immediately.

Salvador M. Enriquez, Jr.
SALVADOR M. ENRIQUEZ, JR.
Secretary



"Tulong tulong sa pagsulong!"

11. No. 8441
S. No. 1153

Republic of the Philippines
Congress of the Philippines

Metro Manila

Senate Congress

Third Regular Session

Begun and held in Metro Manila, on Monday, the twenty-eighth day of July, nineteen hundred and ninety-seven.

[REPUBLIC ACT NO. 8441]

AN ACT INCREASING THE CASH GIFT TO FIVE THOUSAND PESOS (P5,000.00), AMENDING FOR THE PURPOSE CERTAIN SECTIONS OF REPUBLIC ACT NUMBERED SIX THOUSAND SIX HUNDRED EIGHTY-SIX, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Section 1 of Republic Act No. 6686 is hereby amended to read as follows:

"SECTION 1. All officials and employees of the National Government who have rendered at least four months of service

from January 1 to October 31 of each year and who are employed in the government service as of October 31 of the same year shall each receive a Christmas bonus equivalent to one month basic salary and additional cash gift of Five thousand pesos (P5,000.00) to be implemented over a period of three (3) years, to wit:

"(a) Two thousand pesos (P2,000.00) for the Christmas Year 1997;

"(b) Three thousand pesos (P3,000.00) for the Christmas Year 1998; and

"(c) Five thousand pesos (P5,000.00) for the Christmas Year 1999 and thereafter."

SEC. 2. Section 2 of Republic Act No. 6686 is hereby amended to read as follows:

"SEC. 2. Officials and employees of the National Government who have rendered less than four months of service from January 1 to October 31 of each year and who are employed in the government service as of October 31 of the same year shall be entitled solely to the following percentage of the cash gift:

| "Length of Service | Percentage |
|----------------------------------|------------|
| "3 months but less than 4 months | 40% |
| "2 months but less than 3 months | 30% |
| "1 month but less than 2 months | 20% |
| "Less than one month | 10% |

SEC. 3. Section 3 of Republic Act No. 6686 is hereby amended to read as follows:

"SEC. 3. For CY 1997, the amount needed to implement this Act for national officials and employees, and barangay

chairmen under Section 5 hereof shall be taken from current year's appropriations for the Miscellaneous Personnel Benefits Fund and appropriation savings and reserves authorized under Republic Act No. 8250, the General Appropriations Act for 1997. For the succeeding years, the amount shall be included in the annual General Appropriations Act."

SEC. 4. Section 4 of Republic Act No. 6686 is hereby amended to read as follows:

"SEC. 4. All officials and employees of local government units may receive the same benefits as are provided under Sections 1 and 2 of this Act chargeable against their respective local funds. For CY 1997, local government units (municipalities, cities and provinces) may realign their budgets to give priority to the funding requirements under this Act and any deficiency may be booked as accounts payable to be paid on a first priority basis in succeeding years."

SEC. 5. Section 5 of Republic Act No. 6686 is hereby amended to read as follows:

"SEC. 5. Barangay chairmen shall each receive a cash gift of Five thousand pesos (P5,000.00) payable out of the funds provided for in Section 3 hereof. This shall be implemented in accordance with Sections 1 and 2 of this Act."

SEC. 6. Section 6 of Republic Act No. 6686 is hereby amended to read as follows:

"SEC. 6. No official or employee shall receive Christmas bonus from any and all sources in excess of the one month basic salary and cash gift as provided under Sections 1 and 2 of this Act."

SEC. 7. All laws, executive issuances and any rules and regulations which may be inconsistent with any of the provisions of this Act are hereby deemed amended, repealed and modified accordingly.

SEC. 8. This Act shall take effect upon its approval.

Approved,


ERNESTO M. MACEDA

President of the Senate


JOSE DE VENECIA JR.

Speaker of the House
of Representatives

This Act which is a consolidation of House Bill No. 8035 and Senate Bill No. 1153 was finally passed by the House of Representatives and the Senate on December 17, 1997.


LORENZO E. LEGANES JR.

Secretary of the Senate


ROBERT C. NAZARENO

Secretary General
House of Representatives

Approved:  20, 1997

FIDEL V. RAMOS

President of the Philippines