

of 04 Aug 99
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Republika ng Pilpinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 26. S.1999

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; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: IMPLEMENTING GUIDELINES ON THE GRANT OF LOYALTY AWARD FOR CY 1999

Pursuant to Board Resolution No. 6887-99 dated June 14, 1999, the Loyalty Award for CY 1999 shall consist of a Cash Gift of Five Hundred Pesos (P500.00) per year of service contingent on the availability of Agency savings, and subject to the following guidelines:

- 1) The award shall be granted to NIA personnel regardless of employment status provided they meet the residence requirement during the period under review, i.e., from June 23, 1998 to June 22, 1999;
 - 2) Those who completed their first ten (10) years of continuous service in NIA as of June 22, 1999, the Anniversary date of NIA, shall receive a cash award of P5,000.00 and a Certificate of Recognition;
 - 3) Those who, as of June 22, 1999, completed another five (5) years of continuous service since their last loyalty grant shall receive a cash award of P2,500.00;
 - 4) 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;
- [Signature]*

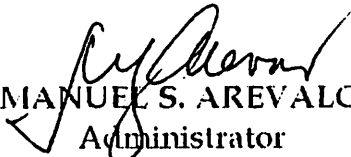
- 5) In computing the length of service for purposes of the grant, authorized vacation leave without pay for an aggregate period of six (6) months for every ten (10) years of government service shall not interrupt the continuity of the service.

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 Assistant Administrator for Administrative Services.

Be guided accordingly.


MANUEL S. AREVALO
Administrator

August 02, 1999