

*16 Nov 99*

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

MC No. <sup>40</sup> 1999

**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 : GRANT OF YEAR-END BONUS AND CASH GIFT FOR  
CALENDAR YEAR 1999**

**1.0 PURPOSE**

This Circular is issued pursuant to Republic Act (RA) No. 6686 dated December 14, 1988 authorizing the grant of annual Christmas bonus equivalent to one (1) month basic salary and pursuant further to RA No. 8841 dated July 28, 1997 authorizing an additional Cash Gift of P5,000.00 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 regular/ co-terminous/ casual/ seasonal or contractual, who have rendered four (4) months of service including leaves of absence with pay from January 1, 1999 to October 31, 1999 and who were still in the service as of October 31, 1999 are entitled to the herein year-end benefits.
- 2.2 NIA officials and employees who received the advance 50% bonus in May 1999 as implemented under NIA-MC No. 14, s. 1999 are entitled to receive the final installment representing the remaining 50% of the one-month year-end bonus, and the P2,500.00 cash gift.
- 2.3 NIA officials and employees who have rendered less than four (4) months of service from January 1, 1999 to October 31, 1999 and who were in the service as of October 31, 1999 are entitled solely to the following percentage of the Cash Gift, pro-rated as follows :

Length of Service	Percentage	Equivalent Amount
3 months but less than 4 months	40 %	P2,000.00
2 months but less than 3 months	30 %	1,500.00
1 month but less than 2 months	20 %	1,000.00
Less than one (1) month	10 %	500.00

- 2.4 NLA officials and employees who did not qualify for the grant of 50% bonus in June due to deficiency in the required residency are now covered under this Circular to receive the same in full subject to the herein rules.

### 3.0 EXEMPTIONS

- 3.1 An official or employee under preventive suspension without pay is not entitled to these year-end benefits. However, when exonerated, he shall be entitled to same.
- 3.2 An official or employee who was absent without official leave (AWOL) as of October 31, 1999 is not entitled to the benefits granted herein.
- 3.3 An official or employee who may have rendered four (4) months or more of government service but was no longer in the service as of October 31, 1999 due to retirement/resignation/separation or for whatever other reasons is not entitled to year-end or "Christmas Bonus".
- 3.4 Those who are hired not as part of the organic manpower of government entities but as consultants or experts for a limited period to perform specific activities or services with expected outputs and others similarly situated are not entitled to the benefits granted herein.

### 4.0 OTHER RULES AND REGULATIONS

- 4.1 An official or employee who is on full time or part-time detail with another government office/agency or special project shall receive his year-end benefits from his mother agency. In case of personnel paid from project funds, year-end benefits shall be drawn from the same source where he draws his salary. No one shall receive the year-end benefits from more than one source. Committee or project honoraria shall not be considered in computing the benefits provided herein.
- 4.2 Officials and employees who are employed on a part-time basis are entitled to the year-end benefits corresponding to the basic salary he is actually receiving and pro-rata share of the P5,000.00 Cash Gift.
- 4.3 Any official or employee who was on approved leave of absence without pay but has rendered a total of four months actual service, excluding such leave without pay, in the government within the period from January 1, 1999 to October 31, 1999 is entitled to the year-end benefits.
- 4.4 Computation of the year-end benefits shall be based on the actual basic monthly salary/daily wage/contractual rate of the employees as of October 1999, exclusive of allowances, and other forms of compensation usually paid in addition to the basic salary.
- 4.5 The year-end benefits of an employee who transferred from one government agency to another, whether national, local, State Universities and Colleges or Government Owned and/ or Controlled Corporations/ Government Financial Institutions, as of October 31, 1999, and who meets the herein prescribed guidelines in the grant thereof shall be paid by his new office.
- 4.6 All payments made pursuant to this Circular shall be subject to the usual accounting and auditing rules and regulations.

## **5.0 FUNDING**

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 1999 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

## **6.0 REPORTING REQUIREMENTS**

The Chief Accountant of each Regional/Field/Project Office shall accomplish and submit to the Manager, Controllership Department not later than January 11, 2000 certified statement of actual payments of the year-end benefits duly verified and certified by the Auditor concerned, who in turn shall consolidate same for submission to the National Accounting and Finance Bureau of the Department of Budget and Management not later than January 15, 2000.

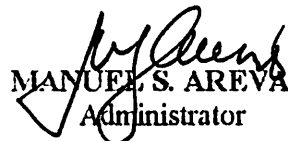
## **7.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS**

Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this Circular in their respective areas 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 Administrator  
Attn.: Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.

  
MANUEL S. AREVALO  
Administrator

11 November 1999