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

MC # 17, S. 2000

MEMORANDUM CIRCULAR

**T O : 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 2000**

Pursuant to Board Resolution No. 6959-00 dated July 10, 2000 which authorizes the grant of Loyalty Award for CY 2000 consisting of a Cash Gift of Five Hundred Pesos (P500.00) per year of service contingent on the availability of Agency savings the following guidelines shall be observed:

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, 1999 to June 22, 2000;
 - 1.1 Those who complete their first ten (10) years of continuous service in NIA as of June 22, 2000, its Anniversary date, shall receive a cash award of P5,000.00 and a Certificate of Recognition;
 - 1.2 Those who, as of June 22, 2000, complete another five (5) years of continuous service since their last loyalty grant shall receive a cash award of P2,500.00;
2. Only NIA services rendered prior to reinstatement 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;

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3. In computing the length of service for purposes of the grant, authorized vacation leave without pay for an aggregate period of not more than 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 the 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 availability of funds and 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

17 July 2000

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NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT : Grant Of Loyalty Award To NIA Employees For CY 2000.

*Approved By
Mr. 6959-00*

**RESOLUTION NO. 6959-00
SERIES OF 2000**

RESOLVED, as it is hereby resolved, to approve the grant of Loyalty Award in the form of Cash Gift and Certificate of Recognition to deserving NIA qualified employees who have completed as of June 22, 2000 (37th NIA Anniversary Day) their first ten (10) years of continuous and satisfactory service to NIA or who have five (5) years additionally served since their last Loyalty Award and appropriating the amount of P342,500.00 representing payment for Central Office qualified employees (see attached "Annex B"). The amount of P2,259,747 has likewise been budgeted for qualified field office employees which shall be charged against their respective project funds, subject however, to the usual CSC, accounting and auditing rules and regulations.

Date Adopted:

July 10, 2000

I, the undersigned, hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Directors of the National Irrigation Administration and spread in the minutes of a duly constituted meeting of said Board held on July 10, 2000.

773rd Regular Meeting

[Signature]

FRANK S. ABALOS
Corporate Board Secretary

*md
7/19*