



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:

MC No. 26, 2000

**MEMORANDUM CIRCULAR**

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

**SUBJECT : GRANT OF YEAR-END BONUS AND CASH GIFT AND  
ADVANCE PAYMENT OF ONE- HALF (1/2) THEREOF FOR  
FY 2000 AND YEARS THEREAFTER**

**1.0 PURPOSE**

This Circular is issued pursuant to Budget Circular No. 2000- 18 dated September 6, 2000 which consolidates, amends and clarifies previously issued guidelines implementing the grant of year-end bonus and cash gift authorized under Republic Act (RA) No. 6686 dated December 14, 1988 and amended under RA No. 8441 dated July 28, 1997 for CY 2000 and years thereafter as adopted by NIA.

**2.0 COVERAGE**

**2.1 NIA personnel under regular, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee who are under the following instances from January 1 to October 31, of each year and are still in the service as of October 31, of the same year.**

**2.1.1 those who have rendered at least a total or an aggregate of four (4 ) months of service including leaves of absence with pay;**

- 2.1.2 those who are on approved leave without pay but have rendered at least a total or an aggregate of four (4) months of service provided they are not yet dropped from the rolls; and
- 2.1.3 those who have rendered less than four (4) months of service shall be granted only the cash gift pro-rated as per Item 4.10 hereof.

### **3.0 EXEMPTIONS**

NIA personnel under the following instances as of October 31 of each year shall not be entitled to the benefits authorized herein:

- 3.1 those who are absent without official leave (AWOL);
- 3.2 those who are no longer in the service due to retirement/resignation/separation/death or for whatever reasons; and
- 3.3 those who are hired not as part of the organic manpower but as consultants or experts, for a limited period to perform specific activities or services with expected outputs; laborers of contracted projects (pakiao); and others similarly situated.
- 3.4 those who are formally charged with administrative as well as criminal cases which relate to acts of omissions in connection with their official duties and functions and found guilty and/ or meted penalties shall not be entitled to the benefits authorized herein in the year the decision was handed down.
  - 3.4.1 In this regard, those meted with only a reprimand, shall be qualified to receive the said benefits.

### **4.0 RULES AND REGULATIONS**

- 4.1 NIA personnel covered under Items 2.1.1 and 2.1.2 hereof shall receive a bonus equivalent to their actual basic monthly salaries as of October 31 of each year, exclusive of allowances and other forms of compensation usually paid in addition to their basic pay, and cash gift of P5,000.
- 4.2 The benefits of contractual personnel shall consist of a bonus equivalent to their monthly contractual rates as of October 31 of each year and a cash gift of P5,000. Such bonus shall be exclusive of twenty percent (20%) premium, if any, and all allowances and other forms of compensation usually paid in addition to their basic pay.
- 4.3 NIA personnel entitled to these benefits may, however, exercise the option to receive advance payment of one-half (1/2) of the benefits authorized herein not earlier than May 1 of each year. Provided, that they have rendered at least a total of four (4) months service

including leaves of absence with pay from January 1 to April 30 of each year.

- 4.4 The other half or the balance of the year-end bonus shall be paid not earlier than November 15 of each year.
- 4.5 NIA personnel who did not exercise said option shall be paid the full amount of the same benefits not earlier than November 15 of each year.
- 4.6 NIA personnel who received advance payment of one-half (1/2) of the benefits authorized herein but are no longer in the service as of October 31 of the same year shall be made to refund the same.
- 4.7 The benefits of NIA personnel 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 benefits shall be drawn from the same source where they draw the salaries. No one shall receive benefits from more than one source.
- 4.8 NIA personnel who are employed on a part-time basis are entitled to the benefits provided herein corresponding to the basic salary they are actually receiving and a pro-rata amount of the cash gift. Those who, by the nature of their employment, are on part-time service with two (2) or more different agencies, shall be entitled to a proportionate amount for the corresponding services in each agency, provided that the total benefits shall not exceed the equivalent amount provided in this Circular.
- 4.9 The benefits of NIA personnel who transferred from one agency to another shall be granted by their new office, provided that for those who have availed of the advance one-half in the former office, only the remaining balance of their benefit shall be shouldered by the new office. For this purpose, a certification from the former office of the availment of the one-half (1/2) of the benefit is necessary.
- 4.10 NIA personnel who have rendered less than four (4) months of service as of October 31, of the same year as covered under Item 2.1.3 hereof shall be entitled solely to the Cash Gift pro-rated as follows :

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 (1) month	10 %

- 4.11 NIA Personnel formally charged administrative and criminal cases and which cases are still pending for resolution shall be entitled to the year-end benefits until found guilty and meted penalties.

- 4.12 Those found guilty and later on exonerated by a competent authority upon appeal of the case, shall be entitled to the back benefits, unless decided otherwise by the said authority.

## **5.0 FUNDING SOURCE**

Funds for the purpose of implementing this Circular for those salaries/wages are charged against the Current Operating Budget for 2000 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

## **6.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS**

The head of the offices 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.

## **7.0 PROHIBITION AGAINST PAYMENT OF ADDITIONAL BENEFITS**

The grant of additional benefits other than those authorized under this Circular are hereby prohibited. Consequently, all administrative authorizations to grant any or other forms of benefits or other similar compensation in FY 2000 and thereafter that partake of the nature of the benefits authorized herein that are inconsistent with the declared policy on the matter shall be rendered nugatory and unenforceable.

## **8.0 REPEALING CAUSE**

All Circulars and other issuances inconsistent with the provisions of this Circular are hereby repealed or superseded accordingly.

## **9.0 RESOLUTION OF CASES**

Cases not covered by the provisions of this Circular shall be submitted to the Secretary of Budget and Management thru the Administrator for appropriate evaluation and resolution.

## **10.0 PAYMENTS OF THE BENEFITS**

Payment of the year- end bonus shall be made not earlier than November 15 and shall have been paid by November 30, 2000.

  
**MANUEL S. AREVALO**  
Administrator

13 November 2000