

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

MC # 41, S. 2002

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 : REVISED GUIDELINES ON THE GRANT OF LOYALTY
AWARD FOR CY 2002**

NIA Board Resolution No. 7101-02, s. 2002 dated May 27, 2002 approved the grant of Loyalty Award for CY 2002 consisting of a Cash Gift of Five Hundred Pesos (P500.00) per year of service contingent on the availability of Agency savings.

The Loyalty 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, 2001 to June 22, 2002.

- b. Those who shall have completed their first ten (10) years of continuous service in NIA on June 22, 2002, its Anniversary date, shall receive a cash award of P5,000.00 and a Certificate of Recognition.
- c. Those who, on June 22, 2002, shall have completed another five (5) years of continuous service since their last loyalty grant shall receive a cash award of P2,500.00.

Pursuant to Civil Service Commission Memorandum Circular No. 06, s. 2002, the revised policies on the grant of Loyalty Award are as follows:

- 1. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.

2. An official or employee who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award.

In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.

3. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

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.

Inquiries relative to the granting of this Award shall be directed to the Assistant Administrator for Administrative Services attn., Department Manager, Personnel & Records Management Department.

All circulars or provisions therein which are inconsistent with the provisions of this Circular are hereby amended/modified accordingly.

Be guided accordingly.



JESUS EMMANUEL M. PARAS
Administrator

13 June 2002

4/04/02
week 2060402
HAC/FVP
We may now release on fund
PAC on Loyalty



NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT: Grant of Loyalty Award to NIA Employees for CY 2002

RESOLUTION NO. 7101-02
SERIES OF 2002

RESOLVED, as it is hereby resolved, that pursuant to Section 7(e) Rule X, Omnibus Rules implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws on the Grant of Loyalty Award to Government Personnel and NIA Board Res. No. 6887-99 dated June 14, 1999, increasing the Loyalty Cash Gift from P100.00 to P500.00 per year of loyal service, the Request to Grant Loyalty Award for year 2002 in the form of a Cash Gift of P500.00 per year per deserving employee and a Certificate of Recognition to NIA qualified officials / employees who completed as of June 22, 2002 (39th NIA Anniversary Day) their first ten (10) years of continuous and satisfactory service to NIA or who have for another five (5) years, additionally served the Agency since their last Loyalty Award, is hereby noted.

Furthermore, this year's grant which would entail an approximate amount of P327,500.00 representing payment to Central Office' qualified employees (attached as Annex "F") and the amount to cover the Loyalty Award for qualified field office employees chargeable against COB funds shall be subject to the usual CSC, accounting and auditing rules and regulations, while the total funding requirement for this purpose, on the other hand, for project personnel will be charged against their respective projects funds.

Date Adopted:

May 27, 2002

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 May 27, 2002.

791st Regular Meeting

FRANK S. ABALOS
Corporate Board Secretary

NOTED BY:

JESUS EMMANUEL M. PARAS
Administrator

LIST OF LOYALTY AWARDEES FOR CY 2002

		LENGTH OF SERVICE	AMOUNT	TOTAL AMOUNT
I. COB Charged				
ADMINISTRATORS OFFICE				
1	GALERA, TESSIE C.	35	2,500.00	
2	LEONCIO, MA. FE B.	15	<u>2,500.00</u>	5,000.00
CONTROLLERSHIP DEPARTMENT				
1	ABELLA, MARCELA A.	25	2,500.00	
2	ALAYA-AY, EMILIA B.	25	2,500.00	
3	DE LEON, EMILIE B.	25	2,500.00	
4	ESCAÑO, ZENAIDA B.	15	2,500.00	
5	FERNANDEZ, RITA G.	30	2,500.00	
6	MACOGUE, TERESITA S.	20	2,500.00	
7	MALAZARTE, REBECCA C.	25	2,500.00	
8	NIÑALGA, LUCIA A.	35	2,500.00	
9	ORA, FELISA G.	25	2,500.00	
10	PRUDENTE, ABELINDA C.	15	2,500.00	
11	SALUDAGA, CASIANA C.	25	2,500.00	
12	SAYON, ERLINA L.	30	2,500.00	
13	VILLANUEVA, NOEMI V.	25	2,500.00	
14	YAMSUAN, MARIA I.	25	<u>2,500.00</u>	35,000.00
CONSTRUCTION MANAGEMENT DEPARTMENT				
1	AGBUIS, FELICIANO JR. C.	30	2,500.00	
2	AMURAO, LOURDES F.	25	2,500.00	
3	ANCHETA, ROGELIO A.	30	2,500.00	
4	DECANO JESSIE B.	30	2,500.00	
5	MALLARE, ELPIDIO E.	25	2,500.00	
6	MINA, JUANITO D.	15	2,500.00	
7	PAGAL, HERNANDO V.	30	2,500.00	
8	PEREZ, JUANITO JR. I.	25	2,500.00	
9	RIÑOSA, CYNTHIA C.	15	2,500.00	
10	RUGAYAN, CORAZON M.	25	2,500.00	
11	SALES, FERDINAND G.	20	<u>2,500.00</u>	27,500.00

LIST OF LOYALTY AWARDEES FOR CY 2002

		LENGTH OF SERVICE	AMOUNT	TOTAL AMOUNT
CIVIL SECURITY AFFAIRS				
1	BELAMIDE, SOSINE G.	40	2,500.00	
2	MALLARI, ILDEFONSO P.	15	2,500.00	
3	AGLIBUT, TITO F.	15	<u>2,500.00</u>	7,500.00
CORPLAN				
1	BAETIONG, ZENAIDA C.	15	2,500.00	
2	CUTARAN, CHITA R.	15	2,500.00	
3	NILO, REYNALDO D.	15	2,500.00	
4	SALAS, ARISTOTLE JUAN C.	15	<u>2,500.00</u>	10,000.00
DESIGN & SPECIFICATIONS DEPARTMENT				
1	ALEJANDRINO, GRACE L.	30	2,500.00	
2	BALADAD, PEDRITO V.	25	2,500.00	
3	BALCOS, JESSIE G.	25	2,500.00	
4	CARO, GIL C.	25	2,500.00	
5	FELIPE, CRISTALINO S.	35	2,500.00	
6	GALES, RODOLFO D.	35	2,500.00	
7	NARITO, FERNANDO P.	25	2,500.00	
8	SABLAN, SYLVANA T.	15	2,500.00	
9	SADIWA, VICTORINO S.	25	2,500.00	
10	VIDAR, CATALINO M.	30	2,500.00	
11	ZEMBRANO, WILFREDO Z.	25	2,500.00	
12	ATIENZA, CARLOS S.	20	<u>2,500.00</u>	30,000.00
INSTITUTIONAL DEVELOPMENT DEPARTMENT				
1	ABALOS, ANGELINA A.	15	2,500.00	
2	CALSIÑA, CONCHITA G.	25	2,500.00	
3	DELA CRUZ, ROSALINA P.	20	2,500.00	
4	GAMBOA, RENATO S.	30	2,500.00	
5	INGARAN, JEANETTE V.	20	2,500.00	
6	MEJIA, AVELINO M.	30	<u>2,500.00</u>	15,000.00

LIST OF LOYALTY AWARDEES FOR CY 2002

		LENGTH OF SERVICE	AMOUNT	TOTAL AMOUNT
EQUIPMENT MANAGEMENT DEPARTMENT				
1	AGUILAR, VIRGILIO R.	25	2,500.00	
2	BALINGIT, PRIMITIVO S.	25	2,500.00	
3	BARTOLOME, HENRY G.	20	2,500.00	
4	BERNAL, ROMAN JR. A.	15	2,500.00	
5	CORPUZ, JOSE G.	30	2,500.00	
6	DE LEON, ROMAN R.	30	2,500.00	
7	DELA CRUZ, EDGARDO M.	20	2,500.00	
8	DUMANDAN, GREGORIO S.	25	2,500.00	
9	FORMELOS, ROY F.	15	2,500.00	
10	GATPANDAN, RAMON P.	25	2,500.00	
11	MANGAHAS, RICARDO M.	35	2,500.00	
12	PALAC, SIMPLICIO V.	30	2,500.00	
13	PAULO, DANIEL M.	45	2,500.00	
14	ROPERO, SULPICIO R.	25	2,500.00	
15	SESPEÑE, MELCHORA M.	15	2,500.00	
16	SISON, LUIS M.	30	2,500.00	
17	SORIANO, APRONIANO T.	25	2,500.00	
18	YARISANTOS, HENRY P.	25	<u>2,500.00</u>	45,000.00

LEGAL SERVICES DEPARTMENT

1	ABALOS, BERNABE JR. T.	35	<u>2,500.00</u>	2,500.00
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MANAGEMENT SERVICES DEPARTMENT

1	BALBA, CONSOLACION B.	20	2,500.00	
2	DE PAZ, MARY CRESENCIA J.	25	2,500.00	
3	GABERIA, APOLONIA G.	15	2,500.00	
4	PUNZAL, GLORIA C.	30	2,500.00	
5	SOLLESTA, CIRIACO JIM V.	15	<u>2,500.00</u>	12,500.00

LIST OF LOYALTY AWARDEES FOR CY 2002

		LENGTH OF SERVICE	AMOUNT	TOTAL AMOUNT
PROJECT DEVELOPMENT DEPARTMENT				
1	AGUINALDO ROGELIO T.	30	2,500.00	
2	BAÑA, ARIEL M.	15	2,500.00	
3	BARDELAS, ELISHEBA PRESCILLA F.	15	2,500.00	
4	BERNAL, AVELINA L.	30	2,500.00	
5	CARPIO, BAYANI B.	20	2,500.00	
6	LANDICHO, MILO M.	25	2,500.00	
7	MIGUEL, VIRGILIO S.	30	2,500.00	
8	PAGADUAN, ALFREDO A.	15	2,500.00	
9	SANTOS, REYNALDO R.	25	2,500.00	
10	SIMEON, NANCY C.	25	2,500.00	
11	TABARES, HERMINIGILDO S.	30	2,500.00	
12	UMAGAT, ROMEO A.	30	<u>2,500.00</u>	30,000.00
PUBLIC AFFAIRS & INFORMATION STAFF				
1	TOMAS, ARNULFO P.	25	<u>2,500.00</u>	2,500.00
PROJECT DEVMT. & IMPLEMENTATION STAFF S.O.E.M.				
1	NAVARRO, CECILIA S.	25	2,500.00	
2	OANDASAN, ALEXANDRE J.	25	<u>2,500.00</u>	5,000.00
PROCUREMENT & PHYSICAL RESOURCES DEPT.				
1	ANASTACIO, ENRIQUE S.	15	2,500.00	
2	GALINATO, ROLANDO T.	30	2,500.00	
3	GERILLA, EMELITA P.	35	2,500.00	
4	GURAY, ELSA C.	25	2,500.00	
5	JANDA, ADORACION L.	15	2,500.00	
6	MATIENZO, LIBRADA M.	25	2,500.00	
7	OPPUS, ROMELITO B.	30	2,500.00	
8	PURA, LILIAN F.	25	2,500.00	
9	RAVELO, FELICISIMO O.	25	2,500.00	
10	TANIEGRA, JOSE T.	30	2,500.00	
11	TARDECILLA, HERMINIA T.	35	2,500.00	
12	VILOG, CRISTINA J.	20	2,500.00	
13	VILOG, RICHARD L.	20	<u>2,500.00</u>	32,500.00

LIST OF LOYALTY AWARDEES FOR CY 2002

		LENGTH OF SERVICE	AMOUNT	TOTAL AMOUNT
PERSONNEL & RECORDS MANAGEMENT DEPT.				
1	CARANGUIAN, JOSE JR. U.	45	2,500.00	
2	CASTOR, DOMINGUITO L.	25	2,500.00	
3	CUEVAS, CORAZON R.	30	2,500.00	
4	DAGANG, LEONILA M.	35	2,500.00	
5	DEVEZA, EDUARDO R.	30	2,500.00	
6	LAZARO, PATROCINIO S.	30	2,500.00	
7	NORTE, BERNARDO C.	15	2,500.00	
8	SALVADOR, ROSEMARIE B.	15	2,500.00	
9	SUÑIGA, MA. SOCORRO L.	10	<u>5,000.00</u>	25,000.00
SYSTEMS MANAGEMENT DEPARTMENT				
1	BALITE, LEONARDO E.	30	2,500.00	
2	BARLIS, VOLTAIRE R.	30	2,500.00	
3	CAACBAY, RODELITO I.	30	2,500.00	
4	CATAN, MARIANO JR. R.	20	2,500.00	
5	CUSTODIO, ILDEFONSO JR. E.	15	2,500.00	
6	PARDO, CORAZON M.	25	2,500.00	
7	PAYAWAL, EDILBERTO B.	35	2,500.00	
8	RAGUDO, ELISA C.	15	2,500.00	
9	SAMPANG, HEINZ L.	15	<u>2,500.00</u>	22,500.00
TREASURY DEPARTMENT				
1	ALVIZ, JESUSA Q.	30	2,500.00	
2	CALPITO, LETERIA R.	30	2,500.00	
3	CATARROJA, MARCELINA M.	30	2,500.00	
4	CAYTON, ROLANDO R.	30	2,500.00	
5	DEL ROSARIO, NONYLON B.	25	2,500.00	
6	GLORIA, CLEOFE G.	30	2,500.00	
7	RAMIREZ, CECILIA N.	25	2,500.00	
8	VIBAS, OFELIA T.	25	<u>2,500.00</u>	20,000.00
TOTAL (COB Charged)				<u><u>327,500.00</u></u>

LIST OF LOYALTY AWARDEES FOR CY 2002

		LENGTH OF SERVICE	AMOUNT	T O T A L AMOUNT
II. Project Charged				
C A R P-IC				
1	BAUTISTA, MARIA C.	15	2,500.00	
2	DELA PEÑA, ERLINDA S.	15	2,500.00	
3	DELOS REYES, ALFONSO E.	15	2,500.00	
4	MARTINEZ, FIDEL P.	15	2,500.00	
5	PANGILINAN, RUFINO C.	15	2,500.00	
6	TUAZON, MARIA FE P.	15	2,500.00	
7	TABERNILLA, ZENAIDA P.	15	2,500.00	
8	BABIERA, NICANOR O.	15	<u>2,500.00</u>	20,000.00
C'PIP				
1	CUERDO, TITO A.	15	2,500.00	
2	ESTRELLA, ESTRELLA H.	20	2,500.00	
3	MORENO, LEONILA S.	10	<u>5,000.00</u>	10,000.00
SRMPP-IC				
1	CARAMAT, RAFAEL JR. A.	30	<u>2,500.00</u>	2,500.00
CMIPP				
1	PALTENG, SERAFIN A.	35	2,500.00	
2	SUGUITAN, ROBERT C.	30	<u>2,500.00</u>	5,000.00
SRIP-PMO				
1	CAMOLISTA, LEODEGARIO JR. I.	25	2,500.00	
2	BAUTISTA, TEODORA B.	10	<u>5,000.00</u>	7,500.00
MRIIS				
1	ACEBES, ZENAIDA B.	30	2,500.00	
2	BELVIS, ADELINA R.	25	<u>2,500.00</u>	5,000.00

LIST OF LOYALTY AWARDEES FOR CY 2002

	SPISP	LENGTH OF SERVICE	AMOUNT	TOTAL AMOUNT
1	DALOGDOG, RUTH Z.	15	2,500.00	
2	DE LEON, WINEFREDO L.	25	2,500.00	
3	ESTEFANIO, MANUEL U.	25	2,500.00	
4	SELVA, EDEN VICTORIA C.	20	<u>2,500.00</u>	10,000.00
WRDP				
1	DIEGO, GEORGE Z.	15	2,500.00	
2	DOMINGO, ERDOLFO B.	30	2,500.00	
3	PALOMO, RODELIO B.	15	2,500.00	
4	SADIWA, LORNA M.	25	<u>2,500.00</u>	10,000.00
REGION 4				
1	BONROSTRO, ROLANDO T.	35	2,500.00	
2	ZAMORA, RUBEN D.	25	<u>2,500.00</u>	5,000.00
BHIP II				
1	DIGAL, EDDIE A.	30	<u>2,500.00</u>	2,500.00
TOTAL (Project Charged)				<u><u>77,500.00</u></u>

Prepared by:


 FELICITAS V. PINEDA
 IRM Assistant A

NOTED:

EVARISTO A. MACALALAD
 Manager, PRMD