



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

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OUR REFERENCE:

MC No. 68, 2002

MEMORANDUM CIRCULAR

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

SUBJECT : GRANT OF YEAR-END BONUS AND CASH GIFT FOR CY 2002

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 with approved appointments by the Civil Service Commission whose employment is in the nature of a regular employee who are under any of the following instances from January 1 to October 31, 2002 and are still in the service as of October 31, 2002.

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 4.9 hereof.

3.0 EXEMPTIONS

NIA personnel under any of the following instances as of October 31, 2002 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, 2002, exclusive of allowances and other forms of compensation usually paid in addition to their basic pay, and five-thousand-peso cash gift.

4.2 The benefits of contractual personnel with CSC approved appointments shall consist of a bonus equivalent to their monthly contractual rates as of October 31, 2002 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 The balance of the year-end bonus shall be paid not earlier than November 15, 2002.
- 4.4 NIA personnel who did not exercise the option to receive the advance Christmas Bonus & Cash Gift per NIA – MC # 32, s. 2002 shall be paid the full amount of the same benefits not earlier than November 15, 2002.
- 4.5 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, 2002 shall be made to refund the same.
- 4.6 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.
- 4.7 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.
- 4.8 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 of the benefit is necessary.
- 4.9 NIA personnel who have rendered less than four (4) months of service as of October 31, 2002 as covered under Item 2.1.3 hereof shall be entitled solely to the Cash Gift pro-rated as follows :

Length of Service	Percentage	Amount
3 months but less than 4 months	40 %	P 2,000.00
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

- 4.10 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.

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

5.0 FUNDING SOURCE

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 2002 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 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.

8.0 PAYMENTS OF THE BENEFITS

Payment of the year- end bonus shall be made not earlier than November 15, 2002 and shall have been paid by November 30, 2002.


JESUS EMMANUEL M. PARAS
Administrator