



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

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 78
CABLE NIAPHIL
TELEX 42802 NIA PM

OUR REFERENCE:

MC No. 19, 2003

MEMORANDUM CIRCULAR

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

**SUBJECT: GUIDELINES FOR THE AVAILMENT OF ADVANCE CHRISTMAS
BONUS AND CASH GIFT FOR CY 2003**

1.0 PURPOSE

This Circular is issued pursuant to Administrative Order No. 195 dated May 30, 1995 authorizing government personnel to exercise the option to avail themselves of an interest-free loan not exceeding one-half (1/2) of the amount of the Year-End Bonus and Cash Gift authorized under RA 6686 and amended by RA 8441. This loan shall be deducted accordingly from the full amount of the Year-End Bonus equivalent to one month basic salary and Cash Gift of P5,000.00 accruing to the official or employee concerned for CY 2003.

2.0 COVERAGE

NIA personnel under regular, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee and falling under any of the following circumstances are covered by this Circular:

- 2.1 those who have rendered at least a total of four (4) months of service including leaves of absence with pay from January 1 to May 15, 2003;
- 2.2 those who are on approved leave of absence without pay but have rendered at least a total of four (4) months of service from January 1 to May 15, 2003; and

- 2.3 those who have rendered less than four (4) months of service from January 1 to May 15, 2003 shall be entitled solely to the following percentage of the cash gift:

3 months but less than 4 months	40%	P2,000.00
2 months but less than 3 months	30%	P1,500.00
1 months but less than 2 months	20%	P1,000.00
less than 1 month	10%	P 500.00

3.0 EXEMPTIONS

The following NIA personnel shall not be allowed to avail themselves of the loan authorized herein:

- 3.1 those who are under preventive suspension as of May 15, 2003;
- 3.2 those who are absent without leave (awol) as of May 15, 2003;
- 3.3 those who are formally charged in administrative cases and/or meted penalties as of May 15, 2003 and thereafter, up to October 31, 2003. Accordingly, those with pending cases are only disqualified to avail themselves of the said benefit during the first year of pendency of the cases; and
- 3.4 those who may have four (4) months or more of government service but are no longer in the service as of May 15, 2003 or those whose government service ends before October 31, 2003 due to retirement/resignation/separation or for whatever reasons.

4.0 RULES AND REGULATIONS

- 4.1 NIA officials and employees who availed themselves of the loan herein authorized but later have been found to be exempted from the coverage of this Circular shall be required to pay the same through payroll deduction within three (3) months from the date of such exemption. For the purpose, the head of the Agency and other officials/employees who took part in the grant of the loan shall cause the deduction of the above from any benefit, including the last salary due the official/employee whose government service ends before October 31, 2003.
- 4.2 The loan grant of NIA officials and employees 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 loan shall be drawn from the same source where they draw their salaries. No one shall exercise the option under this Circular from more than one source.
- 4.3 NIA officials and employees who are employed on a part-time basis are entitled to the loan provided herein corresponding to one-half of the monthly

basic salary he is actually receiving and/or a pro-rata amount of the P5,000.00 Cash Gift, as the case may be.

Those whose by the nature of their employment, are on part-time service with two (2) different agencies, where part-time service in one (1) agency is equivalent to one-half day service, shall be entitled to an amount for the corresponding one-half day service in each agency, provided that the total loan shall not exceed the equivalent amount provided in this Circular.

- 4.4 The loan under this Circular of NIA officials or employees who transferred to another government agency shall be granted by their new Office.

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 2003 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

6.0 RESPONSIBILITY OF CHIEFS OF OFFICES

The Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this Circular in their respective area of jurisdiction and shall be held liable for any deviation/s from the provisions hereof, without prejudice, however, to the refund of any excess payment by the employees concerned.

7.0 RESOLUTION OF CASES

Cases not covered by this Circular shall be referred to the Administrator Attn.: Assistant Administrator for Administrative Services.

8.0 EFFECTIVITY

This Circular shall take effect immediately.

Compliance hereon is enjoined.


JESUS EMMANUEL M. PARAS
Administrator