



Republika ng Pilipinas

Pambansang Pangasiwaan ng Patubig

(NATIONAL IRRIGATION ADMINISTRATION)

Lungsod ng Quezon

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OUR REFERENCE:

MC No. 22, s. 2003

MEMORANDUM CIRCULAR

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

SUBJECT: **GRANT OF ANNIVERSARY BONUS ON NIA'S 40 MILESTONE
YEARS**

Pursuant to National Budget Circular No. 452 dated May 20, 1996 implementing Administrative Order No. 263 dated March 28, 1996, an Anniversary Bonus in the amount of Three Thousand Pesos (P 3,000.00) is hereby granted each qualified NIA official/employee.

1.0 PURPOSE

The Anniversary Bonus herein authorized is being granted in commemorating the 40 milestone years of the NIA which falls on June 22, 2003.

2.0 COVERAGE

This Circular covers all appointive officials and employees including casual/daily, temporary and contractual personnel whose appointments have been approved by the Civil Service Commission, and have rendered at least one (1) year of NIA service as of June 22, 2003 and continue to be in the service as of even milestone anniversary date.

3.0 EXEMPTIONS

The following are not entitled to the grant of Anniversary Bonus:

- 3.1 Those who have been found guilty of any offense in connection with their work during the five-year interval between milestone years from June 23, 1998 to June 22, 2003 (40th year);

3.2 Those who are on absence without leave (AWOL) on the date of the milestone year for which the Anniversary Bonus is being paid, i.e., June 22, 2003;

3.3 Those who are not hired as part of the organic manpower but as consultants and experts for a limited period to perform specific activities or service with expected outputs; laborers of contracted projects; and others similarly situated;

3.4 Those who do not meet the one year residence requirement as of June 22, 2003.

3.5 Those who are no longer in the service as of June 22, 2003.

4.0 FUNDING SOURCE

Funds for the purpose of implementing this Circular for personnel in the Central and Regional Offices whose salaries and wages are charged against the Current Operating Budget shall be charged against savings therefrom while those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

5.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS

The Chiefs of Offices/Projects 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 payment by the employees concerned.

6.0 SAVING CLAUSE

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

Compliance hereon is enjoined.


JESUS EMMANUEL M. PARAS
Administrator

2 June 2003