



Republika ng Pilipinas
Pambansang Pangasinan 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. 13, s. 2004

MEMORANDUM CIRCULAR

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

SUBJECT : **GUIDELINES FOR THE AVAILMENT OF ADVANCE CHRISTMAS BONUS
AND CASH GIFT FOR CY 2004**

1.0 PURPOSE

This Circular is issued pursuant to Budget Circular No. 2003-2 dated May 9, 2003 which liberalizes the rules and regulations on the payment of year-end bonus and cash gift authorized under Republic Act No. 6686 as amended by RA 8441 in consonance with the principle of equitable compensation and in the spirit of altruism duly noted by the NIA Board of Directors under BR No. 7249-04 dated May 3, 2004.

2.0 COVERAGE

- 2.1 NIA officials and employees whether permanent, temporary or emergency in nature and contractual personnel whose employment is in the nature of a regular employee who are under any of the following instances from January 1 to April 30, 2004 regardless of whether or not they will be in the service as of October 31, 2004.
- 2.1.1 those who have rendered at least a total of four (4) months of service including leaves of absence with pay as of April 30, 2004;
 - 2.1.2 those who are on approved leave without pay but have rendered at least a total 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 4.6 hereof.

3.0 EXEMPTIONS

The following NIA personnel under any of the following instances as of April 30, 2004 shall not be entitled to the benefits authorized herein.

- 3.1 those who are absent without official leave (AWOL) as of April 30, 2004;
- 3.2 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;
- 3.3 those who are formally charged with administrative and/or criminal cases and were found guilty and meted penalties as of April 30, 2004.

4.0 UPDATED RULES AND REGULATIONS

- 4.1 NIA officials and employees may receive one half (1/2) of the amount of year-end bonus and cash gift in May, provided that they have rendered at least four (4) months of service, including leaves of absence with pay, from January 1 to April 30, 2004 regardless of whether or not they will still be in service as of October 31 of the same year.
- 4.2 The benefits of contractual personnel shall consist of a bonus equivalent to their monthly contractual rates as of April 30, 2004 and ½ of the amount of the 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 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.
- 4.4 NIA personnel who are employed on a part-time basis are entitled to the benefits provided herein corresponding to one-half of 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.
- 4.5 The benefits of NIA personnel who transferred from one agency to another shall be granted by their new office;
- 4.6 NIA personnel who have rendered less than four (4) months of service as of April 30, 2004 as covered under Item 2.1.3 hereof shall be entitled solely to the Cash Gift pro-rated as follows:

<u>Length of Service</u>	<u>Percentage</u>	<u>Amount</u>
3 months but less than 4 months	40%	P2,000.00
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

4.7 This benefit 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 2004.

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

4.9 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 2004 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/s 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.

Be guided accordingly.


JESUS EMMANUEL M. PARAS
Administrator

5 May 2004