

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

MC # 21, s. 2004

**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 2004**

NIA Board Resolution No. 7256-04, s. 2004 dated June 14, 2004 approves the grant of Loyalty Award for CY 2004 consisting of a Cash Gift of One Thousand Pesos (P1,000.00) per year of service contingent on the availability of Agency savings.

**1.0 COVERAGE**

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, 2003 to June 22, 2004, viz:

- 1.1 Those who shall have completed their first ten (10) years of continuous service in NIA as of June 22, 2004, its Anniversary date, shall receive a cash award of P10,000.00 and a Certificate of Recognition.
- 1.2 Those who, as of June 22, 2004, shall have completed another five (5) years of continuous service since their last loyalty grant shall receive a cash award of P5,000.00.

**2.0 REVISED POLICIES**

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

- 2.1 The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
- 2.2 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.

### 3.0 RESPONSIBILITY OF APPROVING OFFICIALS

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.

### 4.0 SAVING CLAUSE

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 inconsistent with the provisions of this Circular are hereby amended/modified accordingly.

Be guided accordingly.

  
**JESUS EMMANUEL M. PARAS**  
Administrator

*from 6/16*  
SECT. HEAD                       
DIV. MGR.                       
DEPT. MGR. WEC - [initials]  
ASST. ADM. TAV - [initials]  
DEP. ADM.                     

23 June 2004