



Republika ng Pilipinas
Hambansang 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. 42, 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 : PAYMENT OF **REMAINING** HALF OF YEAR-END BONUS EQUIVALENT
TO ONE MONTH BASIC SALARY AND ADDITIONAL CASH GIFT IN THE
AMOUNT OF FIVE THOUSAND PESOS (P5,000.00) FOR CY 2004

1.0 PURPOSE

This Circular is issued pursuant to Republic Act (R.A) No. 6686 dated December 14, 1988 as amended by RA No. 8441 dated July 28, 1997, as further amended, consolidated, and clarified under Budget Circular No. 2000-18 dated September 6, 2000, and Budget Circular No. 2003-2 dated May 9, 2003 duly noted by the NIA Board of Directors under Board Resolution No. 7282-04 dated November 8, 2004.

2.0 COVERAGE

2.1 NIA personnel under permanent, 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, 2004 and are still in the service as of October 31, 2004.

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, 2004 shall not be entitled to the benefits authorized herein.

- 3.1 Those who are absent without official leave (AWOL).
- 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 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.
 - 3.3.1 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 Item Nos. 2.1.1 and 2.1.2 hereof shall receive a bonus equivalent to their actual basic monthly salaries as of October 31, 2004, 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, 2004 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, 2004 and shall have been paid by November 30, 2004.
- 4.4 NIA personnel who did not exercise the option to receive the advance Christmas Bonus & Cash Gift per NIA Memorandum Circular No. 13, s. 2004 shall be paid the full amount of the same benefits not earlier than November 15, 2004.
- 4.5 NIA officials and employees who have rendered more than four (4) months of service before their retirement/separation from the service may receive a proportionate share of the remaining balance of the cash gift.
 - 4.5.1 The pro-rated share of the cash gift shall follow a twenty percent (20%) gradation for every month of service, in excess of the four months service requirement as follows:

Month Retirement/Separation from The Service	Percentage	Amount
May	0%	P 0
June	20%	500
July	40%	1,000
August	60%	1,500
September	80%	2,000
October	100%	2,500

4.5.2 Payment of the herein benefit shall be made within the month of retirement/separation from the service of the employee concerned. However, If payment has not been effected as yet, same may now be claimed subject to the provisions of this Circular.

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 *office* shall be granted *for the same out of payment* 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 avallment of the one-half of the benefit is necessary.

NIA

4.9 NIA personnel who have rendered less than four (4) months of service as of October 31, 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

4.10 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 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 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.



JESUS EMMANUEL M. PARAS
Administrator

11 November 2004