



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

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OUR REFERENCE:
MC No. 22-A, s. 2007

MEMORANDUM CIRCULAR

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

SUBJECT: **SUPPLEMENTAL GUIDELINES TO MC NO. 22, S. 2007 RE AVAILMENT OF
ADVANCE CHRISTMAS BONUS AND CASH GIFT FOR CY 2007**

1.0 PURPOSE

This Circular is being issued to supplement Memorandum Circular No. 22, s. 2007 to provide updated guidelines on the grant of Advance Christmas Bonus and Cash Gift for CY 2007.

2.0 PRO-RATED SHARE OF REMAINING BALANCE OF CASH GIFT

- 2.1 NIA personnel who have rendered more than four (4) months of service in CY 2007 before their retirement/separation from the service may receive a proportionate share of the remaining balance of the cash gift in addition to the benefit provided under Section 4.0 of MC No. 22, s. 2007;
- 2.2 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 of Retirement/ Separation from the Service	Percentage	Amount
May	0%	0
June	20%	500
July	40%	1,000
August	60%	1,500
September	80%	2,000
October	100%	2,500

- 2.3 Payment of the herein benefit shall be made within the month of retirement/separation from the service of the employee concerned.

3.0 PAYMENT SCHEDULE OF ADVANCE CHRISTMAS BONUS AND CASH GIFT

Payment of the authorized benefits under MC No. 22, s. 2007 shall be made not earlier than May 1 and should be paid not later than May 31, 2007.

Be guided accordingly.

MARCELINO V. TUGAOEN, JR.
OIC-Administrator