



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

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-6071 TO 78  
TELEFAX NO.: 926-2846  
TIN: 000-916-415

OUR REFERENCE:

MC No. 33 S. 2007

**MEMORANDUM CIRCULAR**

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

**SUBJECT : GUIDELINES ON THE GRANT OF LOYALTY AWARD FOR CY 2007**

---

NIA Board Resolution No. 7451-07 dated June 4, 2007 approves the grant of Loyalty Award for CY 2007 consisting of a Cash Gift of One Thousand Pesos (P 1,000.00) 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, 2006 to June 22, 2007, viz:

- 1.1 Those who shall have completed their first ten (10) years of continuous service in NIA as of June 22, 2007, 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, 2007, shall have completed another five (5) years of continuous service since their last loyalty grant shall receive a cash award of P 5,000.00 and a Certificate of Recognition.

## **2.0 POLICY GUIDELINES**

Pursuant to Civil Service Commission Memorandum Circular No. 06, s. 2002, the 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 Office of the Assistant Administrator for Administrative Services attn., Personnel & Records Management Department.

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

Be guided accordingly.

  
**MARCELINO V. TUGAOEN, JR.**  
Administrator

15 June 2007



# NATIONAL IRRIGATION ADMINISTRATION

## BOARD OF DIRECTORS RESOLUTION

**SUBJECT:** Grant of Loyalty Award to NIA Employees for CY 2007.

### RESOLUTION NO. 7451-07 SERIES OF 2007

**RESOLVED as it is hereby resolved, on motion duly seconded,** that pursuant to Section 7 (e) Rule X, Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws on the Grant of Loyalty Award in recognition of the continuous and satisfactory service rendered by government personnel, the request to grant Loyalty Award for CY 2007 in the form of Cash Gift and a Certificate of Recognition to NIA deserving qualified officials/employees who have completed as of June 22, 2007 (44<sup>th</sup> NIA Anniversary Day) their first ten (10) years of continuous and satisfactory service to NIA or who have for another five (5) years additionally served the Agency since their last Loyalty Award, be and is hereby noted

The amount of P595,000.00 representing payment for Central Office qualified employees (attached as Annex "A") and the amount to cover the Loyalty award for qualified regional/field employees shall be chargeable against COB funds while the total funding requirement for project personnel shall be charged against their respective project funds, subject to the usual CSC/COA rules and regulations.

Date Adopted:

June 4, 2007

I, the undersigned, hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Directors of the National Irrigation Administration and spread in the minutes of a duly constituted meeting of said Board held on June 4, 2007

836<sup>th</sup> Regular Board Meeting

  
**RENATO M. RESUMA**  
Corporate Board Secretary