



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

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OUR REFERENCE:

MC No. 30, s. 2008

MEMORANDUM CIRCULAR

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

SUBJECT: **GRANT OF ANNIVERSARY BONUS ON NIA'S 45 MILESTONE
YEARS (SAPPHIRE ANNIVERSARY)**

Pursuant to National Budget Circular No. 452 dated May 20, 1996 implementing Administrative Order No. 263 dated March 28, 1996, an Anniversary Bonus (AB) in the amount of Three Thousand Pesos (P3,000.00) is hereby granted to each qualified NIA official/employee.

1.0 PURPOSE

The AB herein authorized is being granted in commemorating the 45 milestone years of the NIA which falls on June 22, 2008.

2.0 COVERAGE

This Circular covers all appointive officials and employees including casual/daily, temporary and contractual personnel whose appointments have been approved by the Civil Service Commission, as well as contract of service/job order personnel whose employment partakes that of a regular employee, they being tapped/tasked to perform regular functions directly contributing to the efficient operation of the office where they are assigned, and have rendered at least one (1) year of NIA service as of June 22, 2008 and continue to be in the service as of even milestone anniversary date.

3.0 EXEMPTIONS

The following are not entitled to the grant of AB, to wit:

- 3.1 Those who have been found guilty of any offense in connection with their work during the five-year interval between milestone years from June 23, 2003 to June 22, 2008 (45th year);
- 3.2 Those who are on absence without leave (AWOL) on the date of the milestone year for which the AB is being paid, i.e. June 22, 2008;
- 3.3 Those who are not hired as part of the organic manpower but as consultants and experts for a limited period to perform specific activities or service with expected outputs; laborers of contracted projects; and others similarly-situated;
- 3.4 Those who do not meet the one year residence requirement as of June 22, 2008;
- 3.5 Those who are no longer in the service as of June 22, 2008.

4.0 FUNDING SOURCE

Funds for the purpose of implementing this Circular for personnel in the Central and Regional Offices whose salaries and wages are charged against the Current Operating Budget shall be charged against savings therefrom while those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

5.0 RESPONSIBILITY OF IMPLEMENTING OFFICIALS

The Chiefs of Offices / Projects concerned shall be held responsible for the implementation of this Circular in their respective areas 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.

6.0 SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Administrator Attn.: Assistant Administrator for Administrative Services.

Compliance hereon is enjoined.


CARLOS S. SALAZAR
OIG Administrator

17 June 2008