



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

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OUR REFERENCE:

MC No. 51, 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: **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 2008**

**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 December 22, 1997 to provide rules and regulations on the payment of year-end bonus and cash gift herein collectively referred to as the Year-End Benefit (YEB) consistent with those embodied under DBM Budget Circular Nos. 2000-18 dated September 6, 2000, 2003-2 dated May 9, 2003, and 2005-6 dated October 28, 2005 and 2008-4 dated July 10, 2008 and relevant office issuances.

**2.0 COVERAGE**

2.1 NIA officials and employees under permanent, temporary or casual status, and contractual personnel including those issued corresponding Job Order/Service Contract whose employment is in the nature of a regular employee who are under any of the following instances from January 1 to October 31, 2008 and were still in the service as of October 31, 2008.

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 have not yet been 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 officials and employees under the following instances as of October 31, 2008 shall not be entitled to the benefits authorized herein.

- 3.1 those who are absent without official leave (AWOL);
- 3.2 those who are no longer in the service due to retirement/resignation/separation/death or for whatever reasons;
- 3.3 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;
- 3.4 those who are formally charged administrative cases 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.
  - 3.4.1 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 officials and employees 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, 2008, exclusive of allowances and other forms of compensation usually paid in addition to their basic pay, and a cash gift of five thousand (P5,000.00) pesos.
- 4.2 The benefits of contractual personnel including those issued corresponding Job Order/Service Contract whose employment is in the nature of a regular employee shall consist of a bonus equivalent to their monthly contractual rates as of October 31, 2008 and a cash gift of P 5,000.00. 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 NIA officials and employees who exercised the option to receive advance payment of one-half (1/2) of the year-end bonus and cash gift per Memorandum Circular No. 24, s. 2008 shall receive the other half or the balance of the year-end bonus not earlier than November 15, 2008 and shall have been paid by November 30, 2008.

4.4 NIA officials and employees, on the other hand, who did not exercise the option to receive the advance Christmas Bonus and Cash Gift per MC No. 24, s. 2008 shall be paid the full amount of the same benefits not earlier than November 15, 2008.

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 year-end bonus and cash gift.

4.5.1 The pro-rated share of the the remaining balance of Year-end Bonus and Cash Gift for those who have rendered more than four (4) months of service in a given year and are to retire or are to be separated without cause before October 31 of the same year may receive proportionate shares of the remaining balances of their year-end bonuses and cash gift based on the following scheme to be paid within the month of retirement/separation. These are in addition to one-half of their year-end bonuses and cash gifts received earlier in May as follows:

<b>Month Retirement / Separation from the Service</b>	<b>Percentage</b>
May	15%
June	30%
July	45%
August	60%
September	75%
October	90%

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 pertinent provisions of this Circular

4.6 The benefits of NIA officials and employees 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 officials and employees 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 officials and employees who transferred from one agency to another shall be granted 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 availment of the one-half of the benefit is necessary.
- 4.9 NIA officials and employees who have rendered less than four (4) months of service as of October 31, 2008 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 officials and employees 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 FUNDING SOURCE**

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 2008 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

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

  
**CARLOS S. SALAZAR**  
OIC-Administrator