



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

**LABANAN
ANG
KAHIRAPAN**



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MC No. 54, s. ~~2008~~ REFERENCE:

MEMORANDUM CIRCULAR

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

SUBJECT: GRANT OF PERFORMANCE BONUS FOR FY 2008

1.0 PURPOSE

- 1.1 This Circular is issued to provide guidelines consistent with those provided under Budget Circular No.2008-5 dated December 11, 2008 implementing Administrative Order No. 250 dated 10 December 2008 authorizing the grant of Performance Bonus (PerB) for FY 2008 to all government employees who despite the economic challenges that have confronted them have discharged their duties with dispatch and provided quality service to the Filipino people, among other justifiable reasons

2.0 COVERAGE

- 2.1 All permanent, temporary, casual or contractual personnel whose salaries / wages are charged against the Personal Services allocation and who are still in the service as of November 30, 2008 are each entitled to receive the PerB, a one-time reward of a maximum full amount of Ten Thousand Pesos (P10,000.00).

3.0 IMPLEMENTING GUIDELINES

- 3.1 NIA personnel as defined under Item No. 2.1 of this Circular shall be entitled to the full amount of PerB provided they are still in the service as of November 30, 2008 and have rendered at least a total or an aggregate of four (4) months of service, including leaves of absence with pay.
- 3.2 NIA personnel who are still in the service as of November 30, 2008 and have rendered less than the aggregate four (4) months of service as of same date shall also be entitled to partial PerB on a pro-rated basis, as follows:

Length of Service	Percentage	Amount
3 months but less than 4 months	40%	P4,000.00
2 months but less than 3 months	30%	3,000.00
1 month but less than 2 months	20%	2,000.00
Less than one (1) month	10%	1,000.00

- 3.3 NIA personnel falling under the following cases/circumstances as of November 30, 2008 are not entitled to the PerB:

3.3.1 Those who are absent without leave (AWOL);

- 3.3.2 Those who have been hired not as part of the organic manpower but as consultants or experts to perform specific activities or services with expected outputs; laborers of contracted projects (pakiao); and others whose remuneration are not taken from the budgetary allocation for Personal Services under NIA's FY 2008 budget; and
- 3.3.3 Those who were formally charged administrative cases as well as criminal cases, which relate to acts or omissions in connection with their official duties and functions and found guilty and/or meted penalties in FY 2008, except when the penalty is a mere reprimand.
- 3.4 The PerB of NIA personnel employed on full-time basis but detailed with another government agency or special project shall be drawn from their respective mother agency. In the case of those paid from project funds, the PerB shall be drawn from the same source where they draw their salaries.
- 3.5 The PerB of NIA personnel employed on a part-time basis shall be pro-rated corresponding to the services rendered. Those who are employed on part-time basis with two(2) or more agencies, shall be entitled to a proportionate amount corresponding to the service in each agency, provided that the total PerB shall not exceed the amount herein authorized.
- 3.6 The PerB of NIA personnel who transferred from one agency to another shall be granted by their new office. For this purpose, a certification from the former office that the personnel has not availed of the PerB, additional bonus or benefit over and above the YEB in FY 2008, is necessary.

4.0 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 drawn therefrom. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

5.0 RESPONSIBILITY OF CHIEFS OF OFFICES

The Chiefs of offices/projects concerned shall be personally liable for any payment of benefit not in accordance with the provisions of the Circular without prejudice, however, to the refund thereof by the employee concerned.

6.0 SAVING CLAUSE

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

7.0 EFFECTIVITY

Payment of the PerB shall be made not earlier than December 15, 2008.

Be guided accordingly.


CARLOS S. SALAZAR
OIC-Administrator