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OUR REFERENCE:

MC No. 27, s. 2009

MEMORANDUM CIRCULAR

TO : THE ACTING SENIOR DEPUTY ADMINISTRATOR, ACTING
DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL /
OPERATION / PROJECT/DIVISION MANAGERS AND OTHERS
CONCERNED

SUBJECT: **GUIDELINES ON THE GRANT OF LOYALTY AWARD FOR
CY 2009**

Pursuant to NIA Board of Directors Resolution No. 7593-09 dated June 18, 2009 and consistent with the revised policies on the grant of Loyalty Award as embodied in Memorandum Circular No. 6, s. 2002 of the Civil Service Commission a Loyalty Award consisting of a Cash Gift of One Thousand Pesos (P 1,000.00) per year of service contingent on the availability of Agency savings is hereby granted.

1.0 COVERAGE

The Loyalty Award shall be granted to NIA personnel regardless of employment status provided they meet the residence requirement within the period under review, i.e. from June 23, 2008 to June 22, 2009, viz:

- 1.1 Those who shall have completed their first ten (10) years of continuous service in NIA as of June 22, 2009, its Anniversary date, shall receive a cash award of Ten Thousand pesos (P10,000.00) and a Certificate of Recognition.
- 1.2 Those who, as of June 22, 2009, shall have completed another five (5) years of continuous service since their last loyalty grant shall receive a cash award of Five Thousand pesos (P5,000.00) and a Certificate of Recognition.

2.0 POLICY GUIDELINES

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 Acting Deputy Administrator for Administrative & Finance Management attn., Administrative Department.

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

Be guided accordingly.


CARLOS S. SALAZAR
Administrator

14 June 2009