



Office of the President
National Irrigation Administration
(PAMBANSANG PANGASIWAAN NG PATUBIG)
Quezon City



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MC No. 37, s. 2015

MEMORANDUM CIRCULAR

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL / OPERATIONS/ PROJECT MANAGERS, DIVISION MANAGERS AND OTHER CONCERNED

SUBJECT: GUIDELINES ON THE GRANT OF LOYALTY AWARD FOR CY 2015

Pursuant to NIA Board of Directors Resolution No. 8173-15 dated 09 June 2015 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 and implemented under NIA MC No. 41, s. 2002, a Loyalty Award consisting of a Cash Gift of One Thousand Pesos (P1,000.00) 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 permanent, casual, and co-terminous personnel provided they meet the residence requirement within the period under review, i.e. from June 23, 2014 to June 22, 2015 viz:

- 1.1 Those who shall have completed their first ten (10) years of continuous service in NIA as of June 22, 2015, 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, 2015, 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 guidelines on the grant of Loyalty Award are as follows:

- 2.1 NIA shall grant the Award to an official or employee who completed initially the ten (10) years of continuous and satisfactory service.

- 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 shall qualify for the five 5-year milestone loyalty award.

3.0 FUNDING SOURCE

The amount to cover the Loyalty Award for qualified Central / Regional /Integrated Irrigation Systems/Field employees shall be chargeable against COB funds / subsidy while the funding requirement for project personnel shall be charged against their respective project funds.

4.0 RESPONSIBILITY OF APPROVING OFFICIALS

Chief 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 payment by the employee concerned.

5.0 SAVING CLAUSE

Inquiries relative to the grant of this Award shall be directed to the Office of the Deputy Administrator for Administrative & Finance Sector
Attention: Human Resources Division, Administrative Department.

Be guided accordingly.



ENGR. FLORENCIO F. PADERNAL, DPA
Administrator

6-26-15
Date

**LIST OF LOYALTY AWARDEES
23 JUNE 2014 TO 22 JUNE 2015**

	LENGTH OF SERVICE	AMOUNT	TOTAL
I. COB CHARGED			
OFFICE OF THE ADMINISTRATOR			
1. SANDOVAL, NEOLY D.	35	P5,000.00	P5,000.00
OFFICE OF THE DEP. ADMINISTRATOR- ADMINISTRATIVE AND FINANCE SEC			
1. CORDERO, EVELYN M.	40	5,000.00	
2. MORALES, GEORGE B.	15	5,000.00	10,000.00
CORPLAN			
1. SAHAGUN, RAFAEL, JR. F.	35	5,000.00	
2. CABAUATAN, JULIUS U.	35	5,000.00	
3. CHAVEZ, EDILBERTO L.	15	5,000.00	15,000.00
IAS			
1. ESCUDERO, MELINDA L.	40	5,000.00	
2. UBALDO, CAMELA R.	35	5,000.00	10,000.00
ADMINISTRATIVE DEPT.			
CSA			
1. PAYUMO, GILBERTO V.	40	5,000.00	
2. BAUTISTA, ANTONINO E.	15	5,000.00	
3. PALABASAN, CORAZON	15	5,000.00	15,000.00
FMD			
1. ABIORO, EUFEMIA L.	35	5,000.00	
2. ESPIRITU, VERONICA P.	35	5,000.00	
3. VALERIO, JULIETA C.	35	5,000.00	
4. CRUZ, MA. THERESA J.	35	5,000.00	
5. KABIGTING, EDEN M.	35	5,000.00	
6. ODIO, MA. EMELLY N.	15	5,000.00	
7. BACANI, SHERYL A.	15	5,000.00	35,000.00
HRD			
1. FRANCISCO, JAIME P.	40	5,000.00	
2. DE LEON, MARISSA	15	5,000.00	
3. OFRECIO, KRISTINE C.	10	10,000.00	
4. CARANGUIAN, JOSE DINO Y.	10	10,000.00	
5. ANGULO, PORTIA S.	10	10,000.00	40,000.00
GSD			
1. MALABANAN, ROGER M.	35	5,000.00	5,000.00
MDS			
1. BINAG, CATHERINE	10	10,000.00	10,000.00
ENGINEERING DEPT.			
CMD			
1. DELA CRUZ, ROLANDO D.	20	5,000.00	
2. ROXAS, ISAGANI C.	10	10,000.00	15,000.00

DSD-ED

1. REYES, EFREN N.	40	5,000.00	
2. MENOR, DANILO S.	30	5,000.00	
3. REYES, RODELIO C.	15	5,000.00	15,000.00

PPD-ED

1. GACUSAN, EDITH T.	40	P5,000.00	
2. LLAMOSO, GRAICITA C.	40	5,000.00	
3. PARALLON, EMELITA B.	40	5,000.00	
4. RAZON, OTHELLO L.	35	5,000.00	
5. VILLANERA, REYNALDO	35	5,000.00	
6. CABEZON, ROBERT JOSEPH A.	10	10,000.00	
7. ARELLANO, JOEL B.	10	10,000.00	P45,000.00

OPERATIONS DEPT.

1. DAVID, FLORENTINO R.	35	5,000.00	
2. ODIO, GIOVANNI D.	35	5,000.00	10,000.00

EMD-OD

1. BALUYUT, ALBERTO P.	40	5,000.00	
2. SANDOVAL, FELIPE A.	35	5,000.00	
3. BALLESTEROS, RENATO T.	35	5,000.00	15,000.00

IDD-OD

1. VILLARICO, SONIA V.	40	5,000.00	
2. NAVARRO, HEARTIE E.	35	5,000.00	
3. DEL ROSARIO, MARICEL M.	10	10,000.00	20,000.00

SMD-OD

1. TORRES, AUGUSTRESE S.	40	5,000.00	
2. MAPOY, ERNESTO JR. L.	15	5,000.00	
3. ESPAÑA, NERISSA G.	10	10,000.00	20,000.00
		TOTAL	<u>P285,000.00</u>

II. PROJECT CHARGED**CARP-IC**

1. TABERNILLA, ZENAIDA P.	40	P5,000.00	
2. REVELLAME, DELSY J.	35	5,000.00	
3. DE GUZMAN, JOSEPH S.	15	5,000.00	
4. SENA, PRISCILA B.	25	5,000.00	
5. BASA, MARIA RENETTE J.	10	10,000.00	P30,000.00

NISRIP

1. TUATES, SALLY M.	35	5,000.00	5,000.00
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PIDP

1. MAGLIPON, OLIVA P.	40	5,000.00	
2. SISON, STEVE D.	10	10,000.00	
3. SALAS, STEWARD F.	10	10,000.00	25,000.00

SRIP

1. MARTINEZ, RODOLFO L.	35	5,000.00	
2. LUZ, ELEUTERIO C.	35	5,000.00	
3. ROMENA, EMILIANO G. JR.	20	5,000.00	15,000.00
		TOTAL	<u>P75,000.00</u>

TOTAL (COB CHARGED)	285,000.00
TOTAL (PROJECT CHARGED)	75,000.00
CONTINGENCY	55,000.00
GRAND TOTAL	<u>P415,000.00</u>