

Republika ng Pilipinas  
**National Irrigation Administration**  
(PAMBANSANG PANGASIWAAN NG PATUBIG)  
Lungsod ng Quezon



Office Address: National Government Center  
EDSA, Diliman, Quezon City, Philippines  
Telephone Nos.: (02) 929-6071 to 78  
Website: www.nia.gov.ph

Telefax No. (632) 928-9343  
TIN No. 000-916-415

MC No. 36 s. 2019

**MEMORANDUM CIRCULAR**

**TO : THE DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL /  
OPERATIONS / PROJECT MANAGERS AND OTHERS CONCERNED**

**SUBJECT: GRANT OF MID-YEAR BONUS, YEAR END BONUS AND CASH GIFT FOR FY  
2019 AND YEARS THEREAFTER**

**1.0 LEGAL BASES**

The Compensation and Position Classification (CPCS) and the General Index of Occupational Services, Position Titles and Pay Grades (IOS) for the GOCC Sector mandated by Republic Act (R.A) No. 10149 were approved by H.E President Benigno S. Aquino III under Executive Order (E.O) No. 203, s. 2016. The Governance Commission for Good Government (GCG) has issued Memorandum Circular No. 2017-3 "Implementation of Rules and Regulations of E.O. No. 36, s. 2017, Providing for Interim Compensation Adjustment and for Other Purposes, NIA was authorized by GCG to adopt the Interim Compensation Framework under E.O. 36 thru a letter dated 12 October 2017.

Under Section 3 of E.O No. 203, the "CPCS shall be implemented and administered by GCG, and supplemented with the necessary implementing rules and guidelines taking into consideration prevailing practices in the private sector and the principles provided in the CPCS and in this Order."

Among the items which are part of the Compensation System under the CPCS that shall be granted to Officers and Employees of the GOCC Sector covered by R.A No. 10149, are the Fixed Bonuses, namely:

- 1.1 Mid-Year Bonus (Budget Circular No. 2017-2 dated May 08, 2017) and
- 1.2 Year-End Bonus (Budget Circular NO. 2016-4 dated April 28, 2016)

which have also been granted under E.O. No. 201, s. 2016, to officers and employee within the National Government and GOCCs not covered by R.A. No, 10149.

This Circular is being issued pursuant to Section 3 of E.O. No. 203, to provide for the implementing rules and guidelines on the grant of the CPCS Fixed Bonuses.

DBM NBC No. 575 dated March 25, 2019 provided the rules and regulations for the implementation of the 4<sup>th</sup> tranche.

## **2.0 COVERAGE**

This Circular shall apply to all NIA Officers and Employees and their entitlement shall be effective as of the time of the effectivity of E.O. No. 203 which was on 29 March 2016 excluded from the coverage are those individuals hired without employee-employer relationships and/or those whose compensation is not sourced from Personal Services appropriations/budgets, as follows:

- 2.1 Members of NIA Governing Board;
- 2.2 Consultants and experts hired to perform specific activities or services with expected outputs;
- 2.3 Laborers hired through job contracts (Pakyaw) and those paid on piecework basis;
- 2.4 Student laborer and apprentices; and
- 2.5 Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

## **3.0 GRANT OF MID-YEAR BONUS**

- 3.1 The Mid-year Bonus equivalent to one (1) month basic pay as of May 15 shall be given to the qualified NIA officials and employees not earlier than May 15 of the current year.
- 3.2 It shall be granted to each NIA official and employee who has rendered at least a total or an aggregate of four (4) months of service, including leave of absence with pay, from July 1 of the immediately preceding year and are still in the service as of May 15 of the current year.



3.3 The NIA official/employee has received at least a satisfactory performance rating in the immediately preceding rating period.

3.4 Those NIA officials/employees who have rendered a total or an aggregate of less than four (4) months of service from July 1 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid- Year Bonus.

3.5 The Mid-Year Bonus of personnel who transferred from one agency to another shall be granted by the new agency.

3.6 A compulsory NIA retiree on service extension may be granted the Mid-Year Bonus, subject to the pertinent guidelines herein.

#### **4.0 GRANT OF YEAR-END BONUS AND CASH GIFT**

4.1 The Year-End Bonus, which is equivalent to one (1) month basic pay as of October 31 and Cash Gift of 5,000 shall be given to the qualified NIA official/employee not earlier than November 15 of the current year.

4.2 It shall be granted to each NIA official/employee who has rendered at least a total or an aggregate of four (4) months of service, including leave of absence with pay, from January 01 to October 31 of the current year.

4.3 Those NIA official/employee who have rendered at least a total or an aggregate of four (4) months of service from January 01 of the current year but who have retired or separated from the government service before October 31 of the same year shall be granted within the month of retirement or separation, a pro-rated share of the Year -End Bonus based on the monthly basic pay immediately preceding the date of retirement or separation, as follows:

<b>Length of Service</b>	<b>Percentage of P5,000</b>
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

4.4 The Year-End Bonus of NIA official/employee who transferred from one agency to another shall be granted by the new agency.

4.5 A compulsory NIA retiree on service extension may be granted the Year-End Bonus subject to the pertinent guidelines herein.

- 5.0 Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to October 31 of the current year and are still in government service as of October 31 of the same year, shall be entitled solely to a pro-rated Cash Gift pursuant to Section 2 of RA No. 8441, as follows:

Length of Service	Percentage of P5,000	Corresponding Amount
3 months but less than 4 months	40%	Php2,000
2 months but less than 3 months	30%	1,500
1 months but less than 2 months	20%	1,000
Less than one month	10%	500

## 6.0 PERSONNEL CHARGED WITH ADMINISTRATIVE AND/OR CRIMINAL CASE

- 6.1 NIA Official/Employee formally charged administrative and/or criminal case which are still pending for resolution, shall be entitled to Mid-Year Bonus and Year-End Bonus until found guilty by final and executory judgement. Provided that:

6.1.1 Those employees found guilty shall not be entitled to Mid-Year Bonus and Year-End Bonus in the year of Finality of the Decision. Any bonus received shall be refunded by the employee.

6.1.2 If the penalty meted out is only reprimanded, the employee concerned shall be entitled to the Mid-Year Bonus and Year-End Bonus.

## 7.0 FUND SOURCES

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against Current Operating Budget (COB) for 2019 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds. However, NIA is prohibited to source the payment of the said Bonuses from the following:

7.1 Loans;

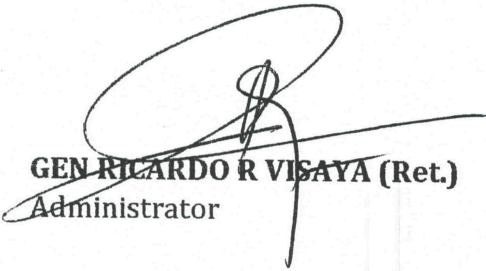
7.2 Subsidy from the National Government for the GOCC's operations, except for subsidy income or subsidy given by Department of Budget and Management; and

7.3 Sale of the GOCCs asset(s) for the sole purpose of paying the bonuses and is otherwise not in the ordinary course of business.

#### **8.0 RESPONSIBILITY OF NIA**

The NIA, acting through its Governing Board, shall be responsible for the proper implementation of this Circular. The Chiefs of Offices / Projects concerned shall be 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.

The Memorandum Circular shall take effect immediately.



**GEN RICARDO R VISAYA (Ret.)**  
Administrator

05-15-19  
Date