



CSC MC No.06, s. 2002

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING STATE UNIVERSITIES AND COLLEGES AND GOVERNMENT-OWNED-AND-CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : Revised Policies on the Grant of Loyalty Award

Pursuant to CSC Resolution No. 02-0295 dated Feb. 26, 2002, the Commission amends the policies on the grant of loyalty award. These policies were formulated to recognize the continuous and satisfactory service rendered in the government by officials and employees for a period of ten years. The revised policies are as follows:

1. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
2. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
3. 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.

* (For purposes of computing the ten-year continuous and satisfactory service, the computation of the length of service for the grant of step increment provided for in CSC MC No. 50, s. 1990 shall be adopted. Said Memorandum Circular states that, "authorized vacation leave without pay for an aggregate of fifteen (15) days, inclusive of Saturdays, Sundays and holidays, shall not interrupt the continuity of the three-year service requirement...")

4. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall not be considered for purposes of granting the loyalty award.

5. The awardee shall receive a loyalty memorabilia/souvenir as follows:

10 and 15 years	-	bronze service pin
20 and 25 years	-	silver service ring
30, 35 and 40 years	-	gold service medallion

or other memorabilia/souvenir as may be provided in the agency PRAISE.

6. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

Please be guided accordingly.


KARINA CONSTANTINO-DAVID
Chairman

March 01, 2002
OAC-AAPE/mis
MC re. Revised Policies on Loyalty Award



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at Its Best,
Mamamayan Muna

Revised Policies on
The Grant of Loyalty Award

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CSC RESOLUTION NO. 020295

WHEREAS, Section 35, Chapter 5, Book V of Executive Order No. 292 provides that there shall be established a government-wide employee suggestions and incentive awards system which shall be administered under such rules, regulations and standards as may be promulgated by the Civil Service Commission;

WHEREAS, Section 7(e), Rule 10 of the Omnibus Civil Service Rules and Regulations Implementing Book V of Executive Order No. 292, provides that all members of the government workforce shall receive incentive awards, including the grant of loyalty award based on continuous and satisfactory service;

WHEREAS, Item 2 of CSC MC No. 42, s. 1992 provides that loyalty award be given to government officials and employees who have completed at least ten (10) years of continuous and satisfactory service to the particular agency granting the award;

WHEREAS, this policy recognizes only the continuous and satisfactory service of those who stay in one particular agency for a period of ten years and overlook the services of those who transferred from one government agency to another;

WHEREAS, the Commission acknowledges the need to make the present policies on the grant of loyalty awards encompass all dedicated civil servants who rendered continuous and satisfactory service in the government;

NOW THEREFORE, the Commission hereby adopts the following policies relative to the grant of loyalty award:

1. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
2. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
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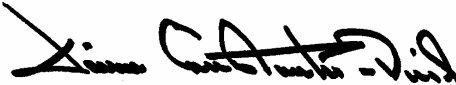
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20 and 25 years	-	silver service ring
30, 35 and 40 years	-	gold service medallion

or other memorabilia/souvenir as may be provided in the agency PRAISE.

6. In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

RESOLVED FURTHER that the above guidelines shall be implemented effective January 01, 2002.

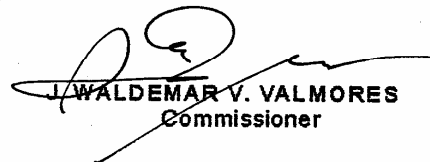
Quezon City, FEB 26 2002



KARINA CONSTANTINO-DAVID
Chairman



JOSE F. ERESTAIN, JR.
Commissioner



WALDEMAR V. VALMORES
Commissioner

Attested by:



ARIEL G. RONQUILLO
Director III

February 8, 2002
OAC-A/APE/MS
Resolution-Revised Policies on Loyalty Award