



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepEd ORDER
No. 55, s. 2003

JUL 01 2003

INCREASE OF PAYMENT OF LOYALTY CASH GIFT

To : Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Division Superintendents

1. Civil Service Commission Memorandum Circular No. 06, s. 2002 entitled, "Revised Policies on the Grant of Loyalty Award", copy attached, provides that the payment of loyalty cash gift shall not be less than P500.00 but not more than P1, 000.00 for every year of service to qualified officials and employees.
2. In this connection, the payment of such cash gift to all officials and employees of the Department shall be increased to P500.00 from the old rate of P300.00 per year of service.
3. Wide dissemination of this Order is desired.


EDILBERTO C. DE JESUS
Secretary

ajbgcomp/memoCO/loyaltypay

Encl.: As stated
Reference: DECS Order: No. 121, s. 1999
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

ALLOWANCE
AWARDS
EMPLOYEES
OFFICIALS
SERVICE

HAPPY D.

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...")

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.

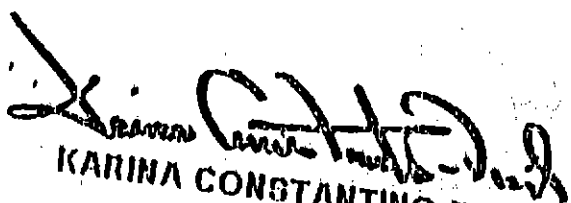
5. The awardee shall receive a loyalty memorabilia/souvenir as follows:

- 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

Jan 01, 2002
NAPE/MS
Revised Policy on Loyalty Award
C-OMCA
020304-013