MEMORANDUM: TO ALL EMPLOYEES

SUBJECT: Loyalty Cash Awards

DATE: 22 November 1993

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1. A loyalty award shall be given to an employee who has completed at least 10 years of continuous and satisfactory service to POEA or in any agencies/offices attached to the Department of Labor & Employment.

2. A cash gift which shall not be more than ₱100.00 per year of service shall be granted provided that those who have received the award after the first 10 years shall, upon reaching the 15th year, receive only the cash gift equivalent in the five years additionally served.

3. A loyalty award is premised on continuous and satisfactory service. An unsatisfactory rating or finding of guilt in any administrative case is sufficient ground for not granting the loyalty award.

4. Employees who were granted loyalty cash awards last year shall receive only the unpaid number of year service provided that their length of service this year falls on any of these years: 10th, 15th, 20th, 25th, 30th, 35th.

5. This Memorandum is in consonance with CSC MC #42 series 1992 which amends section 7(a), Rule X of the Omnibus Rules implementing Book V of Executive Order No. 292.

For compliance,

FELICISIMO O. JUAN, JR.
Administrator