Memorandum Order No. 19
Series of 1993

Pursuant to the CSC approved POEA Employees Suggestion and Incentive Awards System (ESIAS), the following guidelines for the calendar year 1993 shall be adopted for the grant of the anniversary cash incentive:

RATIONALE: The Anniversary Cash Incentive is defined in Section 4 (i) of the ESIAS which is given to POEA employees on its Anniversary date every May 1 of each year provided that said employees have shown at least satisfactory service during the preceding year.

Since the accumulated savings as of May 1, 1993 was not enough to cover the required financial obligations, it was decided that said cash incentive be given this month. The anniversary cash incentive amounts to three thousand pesos (P3000.00).

However, subsequent grant of this incentive shall be made every May 1 of each year. The Administration shall allocate appropriate budget for this purpose at the beginning of each calendar year.

COVERAGE: Only permanent POEA employees who have rendered at least four (4) months satisfactory service for the period May 1, 1992 to March 31, 1993 including leaves of absence with pay and who are still employed in POEA as of March 31, 1993 shall be entitled to Anniversary Cash Incentive.

Officials and employees who have rendered less than four (4) months of service from May 1, 1992 to March 31, 1993 shall be entitled to Anniversary Cash Incentive pro-rated as follows:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Percentage of Amount to be received</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 months but not less than 4 months</td>
<td>50%</td>
</tr>
<tr>
<td>2 months but not less than 3 months</td>
<td>40%</td>
</tr>
<tr>
<td>1 month but not less than 2 months</td>
<td>30%</td>
</tr>
</tbody>
</table>
EXEMPTIONS: POEA officials and employees who have been administratively charged;

POEA officials and employees who are on preventive suspension;

Any POEA official or employee who are on leave without pay and those absent without official leave (AWOL) shall not be entitled to the benefit herein authorized. However, when exonerated, he shall be entitled to the same;

An official or employee who may have four (4) months or more of satisfactory service in POEA but is no longer in the service as of March 31, 1973 due to retirement/resignation/separation or for whatever reasons shall not be entitled to Anniversary Cash Incentive benefits referred herein.

This order shall take effect immediately.

FELICISIMO D. JOSON
Administrator