

DECLARING THE APPLICABILITY TO OFFICIALS AND EMPLOYEES OF THE LOWER COURTS OF ADMINISTRATIVE CIRCULAR NO. 22-2004 ENTITLED "PRESCRIBING GUIDELINES IN THE GRANT OF LOYALTY AWARD ...

ADMINISTRATIVE CIRCULAR NO. 58, October 11, 2004

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WHEREAS, on 11 June 2004, the Chief Justice issued Administrative Circular No. 22-2004 entitled, "Prescribing Guidelines in the Grant of Loyalty Award for Officials and Employees of the Supreme Court and the Presidential Electoral Tribunal";

WHEREAS, in his Memorandum of 11 October 2004, copy of which is hereto attached and is made a part hereof, the Court Administrator, Justice Presbitero J. Velasco, Jr., requests for authority to grant Loyalty Bonus (Cash Award) for calendar year 2004 to officials and employees of the Lower Courts who are qualified pursuant to the requirements prescribed in Department Order No. 92-10 dated 1 October 2004 of the Department of Budget and Management and certifies on the sufficiency of the budget for the purpose;

WHEREAS, Administrative Circular No. 22-2004 should equally be applicable to the officials and employees of the Lower Courts on the matter of the payment of loyalty bonus (cash award);

NOW, THEREFORE, the Chief Justice declares and directs that Administrative Circular No. 22-2004 that he issued on 11 June 2004 shall be applicable to the officials and employees of the Lower Courts for the purpose of annual loyalty bonus (cash award).

This Administrative Circular shall take effect upon its issuance. Issued this 20th day of November 2004.

HILARIO G. DAVIDE , JR.

Chief Justice

cc:

- Office of the Chief Justice
- Offices of the Associate Justices
- Office of the Clerk of Court
- Office of the Court Administrator (OCA)
- Philippine Judicial Academy Office of Administrative Services, SC
- Fiscal Management and Budget Office
- Office of Administrative Services, OCA
- Financial Management Office, OCA
- Management Information Systems Office

Public Information Office Program Management Office
Records Control Division

MEMORANDUM for:

Honorable HILARIO G. DAVIDE, JR.
Chief Justice

The Court authorizes the yearly grant of Loyalty Bonus (Cash Award) to officials and employees of the Lower Courts who qualified to the requirements prescribed in Department Order No. 92-10 dated 01 October 1992 of the Department of Budget and Management, as follows:

Tenure ComimitativcNo. of Years

Annual Rate Per Quintuple Years (Pesos)

Year of Entitlement

10 P500.00 10[th]year

15 P600.00 15[th]year

20 P700.00 20[th]year

next quintuple P800.00 25[th] year thereafter

This Office recommends payment for this year, Calendar 2004, of the Loyalty Bonus for Lower Court Judges and Personnel using as cut-off date 31 August 2004. Savings of the Lower Courts in the amount of P40,000,000.00 will be set aside for the purpose.

11 October 2004

PRESBITERIO J. VELASCO, JR.

Court Administrator

ANTONINA A. SORIA

Officer-in-Charge

Financial Management Office

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