	JOHN HAY MANAGEMENT CORPORATION	Document Code	2022-1028-001
	<b>POLICY AND INTERNAL GUIDELINES ON LOYALTY AWARD</b>	Revision Number	0
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		Effectivity Date	28 Oct 2022

**1.0 POLICY**

It is the policy of the John Hay Management Corporation (JHMC) to recognize the continuous and satisfactory service of its officers and personnel for a period of ten (10) years and more, through the grant of a loyalty cash award.

**2.0 OBJECTIVE**

To prescribe rules and regulations on the grant of loyalty award in accordance with the following legal basis:

- a. CPCS Implementing Guidelines No. 2021-01;
- b. CSC MC No. 06, series of 2002, Revised Policies on the Grant of Loyalty Award;
- c. COA Circular No. 2013-003, Reiteration or Audit Disallowance of Payments without Legal Basis of Allowances, Incentives, and Other Benefits of Government Officials and Employees in the NGAs, LGUs, and GOCCs and their Subsidiaries;
- d. COA Circular No. 2013-003 A, Amendment to COA Circular No. 2013-003 dated January 30, 2013 re: Reiteration of Audit Disallowance of Payments without Legal Basis of Allowances, Incentives, and Other Benefits of Government Officials and Employees in the NGAs, LGUs and GOCCs and their Subsidiaries; and
- e. Other applicable laws, rules and regulations.

**3.0 COVERAGE**


Officers and personnel of the JHMC, holding plantilla positions who rendered ten (10) years or more, of continuous and satisfactory service in the government shall be qualified for the grant of the loyalty cash award.

TENURE	CASH EQUIVALENT	YEAR OF ENTITLEMENT
10 years	10,000.00	10 <sup>th</sup> year
15 years	5,000.00	15 <sup>th</sup> year
20 years	5,000.00	20 <sup>th</sup> year
25 years	5,000.00	25 <sup>th</sup> year
30 years	5,000.00	30 <sup>th</sup> year
35 years	5,000.00	35 <sup>th</sup> year
40 years	5,000.00	40 <sup>th</sup> year

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#### 4.0 IMPLEMENTING GUIDELINES

4.1 The loyalty award is granted to regular officers and personnel who rendered ten (10) years of continuous and satisfactory service in the government. **Continuous service shall mean that there is no gap in the service under a regular employment.** On the other hand, **satisfactory service shall mean attaining a satisfactory performance rating or its equivalent during the covered period.**

4.2 In case of transfer from another government agency to JHMC, JHMC shall grant the loyalty award to the officer or personnel, provided that the said officer or personnel completed his/her 10<sup>th</sup> year at JHMC.

4.3 An officer or personnel 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.

4.4 Continuous and satisfactory service in the government for purposes of granting the loyalty award shall include services in one or more government agencies without gap.

#### 5.0 PROCEDURES IN THE GRANT OF THE LOYALTY AWARD (Annex "A" of this Policy)

#### 6.0 FUND SOURCES

The grant of the Loyalty Award cash equivalent shall be charged against the JHMC's Corporate Operating Budget (COB).

#### 7.0 EFFECTIVITY OF THIS POLICY

This Policy and Internal Guidelines shall take effect upon approval, subject to the concurrence of the Good Governance Commission for GOCC's (GCG).

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## GRANT OF LOYALTY AWARD

This process provides the flow in relation to the Policy and Internal Guidelines on Loyalty Award.

<b>Department/Division/Unit</b>	: Administrative Services Department- Human Resource Division
<b>Classification</b>	: n/a
<b>Type of Transaction</b>	: n/a
<b>Who may avail</b>	: n/a

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
N/A	N/A

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
None	The HR Assistant conducts an inventory of qualified officers or personnel for the grant of the loyalty award for the ensuing year, every January of each year.	None	3 days	HR Assistant
None	The HR Assistant prepares a summary list of qualified officers or personnel for the grant of the loyalty award for the ensuing year.	None	2 hours	HR Assistant
None	The HR Manager reviews the summary list. After which, the HR Manager endorses the same for approval of the PMT.	None	2 hours	HR Manager
None	The PMT approves the same and	None	5 days	PMT

	<i>transmits it to the HRD.</i>			
<i>None</i>	<i>The HR Assistant prepares the DV/BUR for the loyalty cash award within 1 month from the date of entitlement of every officer or personnel and submits the same to the Finance Services Department (FSD).</i>	<i>None</i>	<i>Within 1 month from the date of entitlement of every officer or personnel</i>	<i>HR Assistant</i>
<i>None</i>	<i>Refer to FSD processes.</i>			

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