



Republic of the Philippines
Province of Laguna
MUNICIPALITY OF LOS BAÑOS
The Special Science and Nature City
OFFICE OF THE MUNICIPAL MAYOR
Municipal Building, National Highway, Los Baños, Laguna 4030
Telefax No. (049) 530-2589, Tel. No. 530-2818

EXECUTIVE ORDER NO. 054
Series of 2021

**GRANT OF LOYALTY INCENTIVES TO EMPLOYEES OF MUNICIPAL
GOVERNMENT OF LOS BAÑOS**

WHEREAS, Commission on Audit (COA) Memorandum Circular No. 003A, s. 2013 regarding the "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."

WHEREAS, Civil Service Commission Memorandum Circular No. 6, s. 2002 provided the revised Policy on Grant of Loyalty Award. The LCA rates prescribed in COA Circular No. 2013-003 dated January 30, 2012 are hereby amended as follows:

- 10th Year – from P 5, 000.00 to P 10, 000.00
- 15th Year – from P 2, 500.00 to P 5, 000.00
- 20th Year – from P 2, 500.00 to P 5, 000.00
- 25th Year – from P 2, 500.00 to P 5, 000.00
- 30th Year – from P 2, 500.00 to P 5, 000.00
- 35th Year – from P 2, 500.00 to P 5, 000.00
- 40th Year – from P 2, 500.00 to P 5, 000.00

NOW THEREFORE, I, ANTONIO L. KALAW, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby order:

Section I. MATRIX OF CASH REWARD. All employees will be recognized through Loyalty Cash Award every year based on the below matrix depending on the length of service.

LOYALTY PAY MATRIX EFFECTIVE CY 2021

Length of service	Loyalty Pay	Loyalty cash gift
10 years	P600.00 per year of service	P6,000.00
15 years	P700.00 for every 5 years of service	P3,500.00
20 years	P800.00 for every 5 years of service	P4,000.00
25 years	P900.00 for every 5 years of service	P4,500.00
30 or more years	1,000.00 for every 5 years of service	P5,000.00

Section II. AMOUNT OF CASH REWARD. The above-mentioned cash amounts were agreed and finalized based on the fund/budget from Office of Human Resource Management.

SECTION III. REPEALING CLAUSE. All other issuances, order, memorandum which are inconsistent herewith are hereby amended or repealed accordingly;

SECTION IV. SEPARABILITY CLAUSE. If, for any reason, any part of provision of this order be declared invalid, any part or provision not affected thereby shall remain in full force and effect.

SECTION V. EFFECTIVITY. This order shall take effect immediately.

Done this 27th day of August, 2021 at the Municipality of Los Banos, Province of Laguna, Philippines.


HON. ANTONIO L. KALAW
Municipal Mayor



Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines



CIRCULAR

No. : 2013-003A
Date: SEP 18 2013

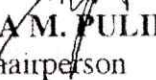
To : All Head of Departments, Bureaus, Offices, Agencies and Instrumentalities of the National Government Agencies (NGAs), Local Chief Executives of Local Government Units (LGUs), Heads of Government-Owned and/or Controlled Corporations (GOCCs) and their Subsidiaries, COA Assistant Commissioners, Directors, Auditors and All Others Concerned

Subject : 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

To align Paragraph III on the rates of Loyalty Cash Award (LCA) stated in COA Circular No. 2013-003, with Item 6, Revised Policy on Grant of Loyalty Award of the Civil Service Commission (CSC) Memorandum Circular No. 6, s. 2002, the LCA Rates prescribed in COA Circular No. 2013-003 dated January 30, 2013 are hereby amended as follows:

10 th year	-	from P5,000.00 to P10,000.00
15 th year	-	from P2,500.00 to P5,000.00
20 th year	-	from P2,500.00 to P5,000.00
25 th year	-	from P2,500.00 to P5,000.00
30 th year	-	from P2,500.00 to P5,000.00
35 th year	-	from P2,500.00 to P5,000.00
40 th year	-	from P2,500.00 to P5,000.00

This Circular shall take effect fifteen (15) days after publication in newspapers of general circulation.


MA. GRACIA M. PULIDO TAN
Chairperson


HEIDI L. MENDOZA
Commissioner


ROWENA V. GUANZON
Commissioner