

26 November 1989

MEMORANDUM NO. 184
Series of 1989

TO: ALL VISCA EMPLOYEES

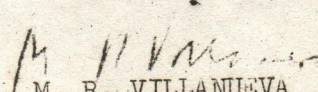
RE: YEAR-END BONUS AND CASH GIFT

This is to confirm that as per NCC No. 60 dated November 16, 1989, all national government officials and employees who have rendered at least four (4) months of service from January 1, 1989 to October 31, 1989 shall receive a Christmas bonus equivalent to one-month basic salary, as standardized pursuant to RA 6758, and a cash gift of ₱1,000.00. For personnel who rendered less than four (4) months of service during the period, but were in the service as of October 31, 1989 he shall be entitled solely to the following cash gift: a) 3 months but less than 4 months - ₱400, b) 2 months but less than 3 months - ₱300, c) 1 month but less than 2 months - ₱200, and d) less than 1 month - ₱100.

Payment shall be made as soon as the salary differentials under the Salary Standardization Law are given considering that the new salary scale shall be used as basis for the year-end bonus. All offices of the Budget, Accounting and Cashier are, therefore, expected to expedite processing of documents for the payment of all salaries and bonuses due the employees.

In this connection, the regular and other interested employees may opt to receive all or at least part of their payments in check. This will help the Cashier expedite release of payment and reduce her security risk as well as yours. Furthermore, this will give flexibility in payment in the event that the bank runs out of cash. The Director of Business Affairs shall conduct a survey for this purpose.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: OBA
Budget
Personnel
Accounting
Cashier