



EXECUTIVE ORDER NO. PCG - 004
SERIES OF 2022

AN ORDER PROVIDING GUIDELINES FOR THE GRANT OF LOYALTY AWARD TO THE EMPLOYEES AND OFFICIALS OF THE CITY GOVERNMENT OF PASIG AND FOR OTHER PURPOSES

WHEREAS, the Civil Service Commission, through Memorandum Circular No. 6, Series of 2002, authorized government agencies in the national and local levels to grant a Loyalty Award to officials and employees who have rendered at least ten (10) years of continuous and satisfactory service in their agency;

WHEREAS, the city's Program on Awards and Incentives for Service Excellence (PRAISE), which was created via Executive Order PCG-07, Series of 2021, has included the Loyalty Award as one of the incentives to be given for deserving and qualified city officials and employees;

WHEREAS, there was only one (1) instance in the history of the city government that a Loyalty Award was conferred to city employees, wherein, about thirty (30) employees who have at least thirty (35) years of government service were given recognition;

WHEREAS, a large number of employees has rendered ten (10) years and more continuous and satisfactory service with the city government and that they should be given Loyalty Award in recognition of their commitment and long services to further boost their morale, and be more enthusiastic, engaged and productive in the execution of their official duties as public servants;

NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, Mayor of the City of Pasig, by virtue of the power vested in me by law, do hereby order;

SECTION 1. LOYALTY AWARD. – The City Government of Pasig shall grant Loyalty Award to all its officials and employees who rendered at least ten (10) years of continuous and satisfactory government service.

SECTION 2. COVERAGE. – This Order covers appointive city personnel occupying regular, temporary, contractual, or casual positions rendering services on full-time or part-time basis.

SECTION 3. GUIDELINES. – The grant of Loyalty Award shall be guided by the following conditions;

1. A Loyalty Award is granted to all qualified city government officials and employees who have rendered at least ten (10) years of continuous and satisfactory service in the government.
2. Effective January 1, 2002, continuous or satisfactory services in government for purposes of granting the Loyalty Award shall include services in one or more government agencies without any gap.

Services rendered in other government agencies prior to January 1, 2002 shall not be considered for the purposes of granting the Loyalty Award.

3. An official or employee who incurred an aggregate of not more than fifty (50) days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purpose of granting the loyalty pay.

In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.

4. The grant of Loyalty Award shall be in the form of Cash at the following rates;

YEARS IN SERVICE	AMOUNT
10 th year	Php10,000.00
15 th year	+ Php5,000.00
20 th year	+ Php5,000.00
25 th year	+ Php5,000.00
30 th year	+ Php5,000.00
35 th year	+ Php5,000.00
40 th year	+ Php5,000.00

5. The grant of Loyalty Award shall be extended to all former city employees who have accumulated at least 10 years of service in the city government and who remain in government service irrespective of agency, provided that they petitioned for the grant thereof in the year the award will be given.
6. For the purpose of counting the length of services, the cut-off/end date is until December 31, 2021.

SECTION 4. APPROPRIATIONS. – The funds necessary for the implementation of this Order shall be taken from any available funds in the treasury and shall be included in the annual budget subject to the accounting and auditing rules of COA.

SECTION 5. IMPLEMENTATION. – The City Human Resource Development Office shall be tasked to execute of this Order.

SECTION 6. DISSEMINATION. – Copies of this Executive Order shall be furnished within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for their information and guidance, pursuant to Sec. 455 (I)(xii) of the Local Government Code, as amended.

SECTION 7. EFFECTIVITY. – This Order shall take effect immediately.

DONE this 2nd day of February 2022 at the City of Pasig, Metro Manila.




VICTOR MA. REGIS N. SOTTO
City Mayor