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MAY 10 2003

Department Administrative Order  
No. 2003 - 12

SUBJECT : **ADDENDUM TO POLICIES ON THE GRANT OF LOYALTY  
AWARD**

To ensure fairness, uniformity and consistency on employees' requests for extension of government service in the future to qualify them for the Loyalty Award granted to those who have completed five (5) years of continuous and satisfactory service, the length of time involved in the said extension of service should not be more than seven (7) working days reckoned on the date of compulsory retirement of an employee. Should the extension period exceed seven (7) working days, the matter shall be endorsed to the Civil Service Commission for appropriate action.

For guidance and compliance.

  
**ELISEA (BEBET) G. GOZUN**  
Secretary