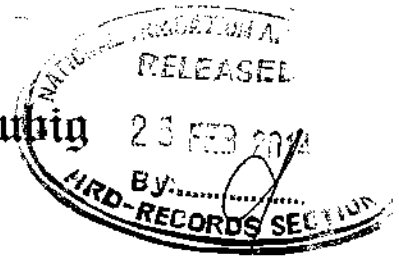


Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-6071 TO 78
TELEFAX NO.: 926-2846
TIN: 000-916-415

OUR REFERENCE:

MC NO. 5 s. 2014

MEMORANDUM CIRCULAR

TO : THE SENIOR DEPUTY ADMINISTRATOR
/DEPUTY ADMINISTRATOR, DEPARTMENT /
REGIONAL / PROJECT MANAGERS, AND OTHERS
CONCERNED

SUBJECT : GRANT OF PRODUCTIVITY INCENTIVE BENEFIT FOR
CY 2013

1. PURPOSE

The Productivity Incentive Benefit (PIB), as its name connotes, is an incentive pay based on individual personnel productivity and performance as evaluated and determined by the heads of the respective offices and in accordance with the policies and standards set by the Civil Service Commission.

The PIB authorized under Administrative Order No. 161 dated December 6, 1994 shall be in accordance with the hereunder rules and regulations as prescribed under National Compensation Circular Nos. 73 and 73-a dated December 27, 1994 and March 1, 1995, respectively.

2. COVERAGE

The PIB for CY 2013 shall be enjoyed by NIA officials and employees including casual, temporary and full-time contractual personnel whose employment is in the nature of regular personnel and have an aggregate service of at least nine (9) months as of December 31, 2013 including period of scholarship, if any.

3. RULES AND REGULATIONS

- 3.1 To be entitled to the PIB, officials/employees should have at least satisfactory performance ratings for the two (2) semesters of CY 2013 and should have contributed to the productivity of the office/agency as determined by their respective chiefs of offices/projects.
- 3.2 The PIB shall be in the amount of two thousand pesos (P2,000.00) each recipient.
- 3.3 The PIB of officials and employees who transferred to another government office/agency on or before the end of CY 2013 for which the PIB is granted shall be paid by the new office/agency while the benefits of those who transferred to another office/agency after December 31, 2013 shall be paid by NIA.
- 3.4 The PIB of officials and employees who are employed on a part-time basis shall be equivalent to one-half of the full amount received by the full time officials/employees with the same productivity and performance appraisal.
- 3.5 Funds to cover the PIB of those whose salaries/wages are charged against the COB shall be correspondingly charged thereto. Those whose positions are authorized under Project Plantilla/s shall be charged against the respective project funds/subsidy.
- 3.6 Chief of offices/projects concerned shall be held responsible for the implementation of this circular in their respective area of jurisdiction and shall be held liable for any deviation/s from the provisions hereof, without prejudice, however, to the refund of any excess payments by the employees concerned.

4. **RESOLUTIONS OF CASES**

Cases not covered by this Circular shall be referred to the Office of the Deputy Administrator, Administrative and Finance Sector Attn: Human Resources Division, Administrative Department.

For compliance.



CLARO V. MARANAN
Administrator

Feb 24, 2014