

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
Gusaling Ablaza, 117 E. Rodriguez, Sr.
Lungsod ng Quezon

MC # 11, s. 1969

MEMORANDUM CIRCULAR

**TO: : ALL REGIONAL & PROVINCIAL IRRIGATION ENGINEERS,
IRRIGATION SUPERINTENDENTS/OFFICERS-IN-CHARGE
OF IRRIGATION SYSTEMS AND PROJECT ENGINEERS
National Irrigation Administration**

**SUBJECT : Budget Circular No. 203 - Salary Adjustment
of Officials and Employees of the National
Government**

Attached for your information and guidance is a copy of Budget Circular No. 203 dated February 19, 1969 re - Salary Adjustments of Officials and Employees of the National Government.

You are hereby directed to prepare the notices of salary adjustments of your employees pursuant to the attached Circular and submit them to this Office for approval.

Said notices of salary adjustments should be submitted to this Office in bunch by Systems, Projects, Provincial Offices or Regional Offices as the case may be. Ten copies of each adjustment should be received in the Central Office. Attached are samples of the forms to be used for this purpose.


ALFREDO L. JUINIO
Acting Administrator

March 17, 1969

AFS/pvs

Republic of the Philippines
BUDGET COMMISSION
Manila

February 19, 1969

BUDGET CIRCULAR NO. 203

TO: Heads of Departments and Chiefs of Bureaus and Offices
and Chief Accountants

SUBJECT: Salary Adjustments of Officials and Employees of the
National Government

Salary adjustments shall be paid to officials and employees of the National Government effective March 1, 1969, in accordance with the provisions of Section 1, V-1, Salary Adjustment Fund, IV-Special Purpose, Item 1, page 1266 of Republic Act No. 5432, and the procedure prescribed hereunder, without the necessity of issuing individual appointments to incumbents, subject to the Civil Service Law, rules and regulations.

A. General Rule

All officials, employees and laborers of the National Government whether permanent or temporary, paid on monthly or daily basis, whose positions are covered by the WAPCO Pay Plan or not and authorized in any appropriation act chargeable against any fund, shall receive a salary adjustment equivalent to five per cent (5%) of the actual salary or wage on June 30, 1968, the adjustment in all cases not to exceed P50 per month or P600 per annum.

B. Exceptions

1. "Constitutional officers, or officials and employees whose salaries are fixed under special laws which have already been partly or fully implemented" are not entitled to the salary adjustment herein authorized.
2. This adjustment "shall not apply to positions filled by the appointment thereto of new employees appointed during the current fiscal year or by promotion thereto of employees who have received in their former positions the salary adjustment herein provided except when the employee's rate of pay as promoted is less than his previous actual salary as adjusted, in which case he shall continue to receive the difference as salary adjustment."
3. When the position has been upgraded under the classification and pay plans, the adjustment shall be 5% of the actual salary as of June 30, 1968, or the minimum of the new range of the position, whichever is higher. WAPCO shall furnish each agency with the upgraded classes of positions involved.
4. This adjustment shall not apply to casual (temporary and emergency) employees who were laid-off at the close of business on June 30, 1968 and reinstated after September 30, 1968.

C. Payment, Allotment and Accounting Procedure

1. Salary adjustments payable from the general fund

- a. Salary adjustments of officials and employees whose positions are itemized under Republic Act No. 5432, or authorized in lump-sum appropriations for salaries and wages of temporary and emergency employees and laborers, or authorized in lump-sum appropriations for special purpose items, whether itemized or not shall be charged against savings in the current programmed appropriations of the respective agencies realized by them as of this date and savings which they may hereafter realize up to June 30, 1969.
- b. Salary adjustments of employees whose salaries are authorized in special budgets payable from supplemental or continuing appropriations shall be charged against the said appropriations.

2. Salary adjustments payable from special, revolving, trust, and other funds.

- a. Agencies concerned shall provide from their respective special, revolving, trust, and other funds authorized under Republic Act No. 5432 and in approved special budgets the sum required to pay the salary adjustments herein authorized.
- b. Agencies will submit a separate Financial and Work Plan and Request for Allotment for the release of the special, revolving, trust, and other funds to cover amounts needed for salary adjustments herein authorized. A supporting Statement of Fund Operations for each fund duly certified by the Agency Chief Accountant shall also be submitted on sample form attached as Enclosure I.
- c. If it is not within the capacity of the special, revolving, trust, and other funds to pay the salary adjustments herein authorized, heads of agencies shall defer such payments until the cash position of the fund improves accordingly.

D. Notification Procedure

The official or employee concerned shall be notified of his adjusted salary by the head of the agency.

Copy of this notice shall be furnished the Wage and Position Classification Office of the Budget Commission, the Civil Service Commission, the General Auditing Office, and the Government Service Insurance System.

E. Savings Clause

Cases not covered by this Circular shall be referred to the Commissioner of the Budget for decision.

F. Contribution to the GSIS

The salary increase herein authorized is subject to GSIS retirement and life insurance premiums if the recipient is a member of the Government Service Insurance System.

G. Responsibility of head of agency

The head of bureau or office will be held personally responsible for any payment of salary adjustment which is not in accordance with this Circular.

(SGD.) F. SY-CHANGCO
Commissioner of the Budget

CONCURRED IN:

(SGD.) ISMAEL MATHAY, SR.
Auditor General

(SGD.) ABELARDO SUBIDO
Commissioner of Civil Service

APPROVED:

By authority of the President:

(SGD.) RAFAEL SALAS
Executive Secretary

Encl.: Sample "Statement of Fund Operations"

A true copy/yss::
3-9-69

Encl. (1)

STATEMENT OF FUND OPERATIONS
Fiscal Year 1968

(Fund)

(Bureau or Office)

(Department)

D E T A I L S

AMOUNT

Balance, Beginning of period, July 1, 1967

ADD: Estimated Income (as per President's budget for FY 1968
on latest estimate)

Total available

LESS: (1) Amount appropriated under R.A. No.

(2) Special Budgets

Total Unallotted Balance

LESS: (1) Amount needed for 5% salary adjustment

Balance, End of period, June 30, 1968

CERTIFIED CORRECT;

(Chief Accountant)

A true copy/vas...
3-9-69

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Gusaling Ablaza, 117 E. Rodriguez, Sr.
Lungsod ng Quezon

NOTICE OF SALARY ADJUSTMENT

(Date)

Sir/Madam:

Pursuant to the provisions of Budget Circular No. 203 dated February 19, 1969, your salary is hereby adjusted as follows:

	Salary per annum
Actual salary as of June 30, 1968	P _____
5% Adjustment under B.C. No. 203	P _____
Total Adjusted Salary under B.C. No. 203	P _____
Effective March 1, 1969, your total adjusted salary is	P _____

Yours truly,

ALFREDO L. JUINIO
Acting Administrator

By:

ARTENCIO F. SAGUIN
Administrative Officer IV

Designation: _____ Range _____

Item No. _____ Page _____ R.A. _____

Copy furnished:

The Civil Service Commission
The General Auditing Office
Wage and Position Classification Office
The Budget Commission
The G. S. I. S.
The Cashier, NIA
The Auditor, NIA
The Budget Officer, NIA
The Records Officer, NIA

AFS/ncd

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PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
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NOTICE OF SALARY ADJUSTMENT

(Date)

Sir/Madam;

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	<u>Salary per annum</u>
Actual salary as of June 30, 1968	P _____
5% Adjustment under B.C. No. 203	P _____
Total Adjusted Salary under B.C. No. 203,	P _____
Effective March 1, 1969, your total	P _____
adjusted salary is	P _____

Yours truly,

ALFREDO L. JUINIO
Acting Administrator

By:

ARTENCIO F. SAGUIN
Administrative Officer IV

Designation: _____ Range _____

Item No. _____, Page _____ R.A. _____

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The Budget Commission
The G. S. I. S.
The Cashier, NIA
The Auditor, NIA
The Budget Officer, NIA
The Records Officer, NIA

AFS/ncd

PUBLIC
NATIONAL INVESTIGATION
Gusling Abaza, 117 E. Rodriguez, Sr.
Lungsod ng Quezon

NOTICE OF WAGE ADJUSTMENT

March 18, 1969

Pursuant to the pertinent provisions of Budget Circular No. 203 dated February 19, 1969, the daily paid employees and/or laborers hereunder are hereby granted wage adjustments effective March 1, 1969, at rates appearing opposite their respective names subject to actual availability of funds and to the further condition that their appointments as of June 30, 1968 have been approved by the Commission on Civil Service and renewals thereof effective July 1, 1968 and effective January 1, 1969 have been sent to the Civil Service Commission.

N.A.M.E.	DESIGNATION	Actual	B.C.	Total	Date of Effectivity
		Rate	203	Daily	
		Per Day		Rate	
					March 1, 1969

ALFREDO L. JOVINO
Acting Administrator

By:

ARTENIO F. SAGHIN
Administrative Officer IV

Copy Furnished:

1. The Civil Service Commission
2. General Auditing Office
3. Wage & Position Classification Office
4. Budget Commission
5. The C.S. I. S.
6. The NIAO Chief
7. The NIA Auditor
8. The NIA Records Officer

ATA/pvs

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PAMBANSANG PANGASIWAAN NG PATUBIG
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Gusaling Ablaza, 117 E. Rodriguez, Sr.
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N A M E	DESIGNATION	Actual : Rate : Per Day	B.C. 203	Total : Daily : Wage	Date of Effectivity
:	:	:	:	:	March 1, 1969
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:

ALFREDO L. JUINIO
Acting Administrator

By:

ARTENCIO F. SAGUIN
Administrative Officer IV

Copy Furnished:

1. The Civil Service Commission
2. General Auditing Office
3. Wage & Position Classification Office
4. Budget Commission
5. The G. S. I. S.
6. The NIA Cashier
7. The NIA Auditor
8. The NIA Records Officer