

MC # 81-A, s. 1973

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS & STAFFS;
ALL PROJECT ENGINEERS OF SPECIAL
PROJECTS; REGIONAL & PROVINCIAL IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS & OFFICERS-IN-CHARGE OF
SYSTEMS; CHIEF CORPORATE ACCOUNTANT;
AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Supplement to Memorandum Circular # 81, s. 1973
Concerning Overtime Work

Supplementary to the Memorandum Circular # 81, s. 1973 regarding the change in policy concerning overtime work in NIA, it is hereby informed that the following guidelines will be enforced in NIA:

1. In conformity with Memorandum Circular # 593 dated August 8, 1972 of the Acting Executive Secretary as embodied in MC # 48, s. 1972, and as a matter of policy, all regular employees of NIA during overtime work shall be allowed only meal allowances and transportation expenses.
2. Employees rendering overtime work may, in lieu of overtime pay, be entitled to meal allowance at the rate of ₱4.00 per meal as indicated below:

Regular day	6:00 p.m. - 9:00 p.m.	1 meal
	Beyond 12:00 (midnight)	1 meal
Saturdays, Sundays and Holidays	9:00 a.m. - 12:00 noon and	
	1:00 p.m. - 4:00 p.m.	1 meal
	6:00 p.m. - 9:00 p.m. &	1 meal
	Beyond 12:00 (midnight)	1 meal

In addition, they will be entitled to reasonable transportation expenses during such overtime work.

3. In the employment of daily-wage personnel, insofar as is feasible, their time schedule shall be staggered in such a manner as to provide the necessary work activities during Saturdays, Sundays and Holidays. In addition, work scheduling on two-shift basis may be considered to maintain necessary work schedules during Saturdays, Sundays and Holidays when necessary.

4. Request for overtime work by regular and/or daily employees shall be submitted to the corresponding Project Managers and/or regional irrigation engineers, as the case may be, for approval specifying the names of employees the estimated cost of overtime work and the duration. In addition, it shall contain a justification on the urgency and necessity for overtime work.
5. All costs of overtime work shall be covered by monthly reports to be submitted to the Project Managers of Special Projects and/or regional irrigation engineers for evaluation. These reports shall be consolidated into quarterly reports to be submitted to the undersigned, Attention: Chief, Management Staff, for analysis and evaluation.

Strict compliance is enjoined.

(SGD.) ALFREDO L. JUINIO
Administrator