

Republika ng Pilipinas  
PAMBANSANG PANGASIYAHAN NG PATUBIG  
(National Irrigation Administration)  
Gusaling APC, Quezon Memorial Circle  
Diliman, Lungsod ng Quezon

*Records file*

MC # 81-B, S. 1973

MEMORANDUM CIRCULAR

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

SUBJECT : Restating MC #81-A, S. 1973 Concerning Overtime Work  
and Amending Certain Portions thereof

For the information and guidance of all concerned, MC #81-A, S. 1973 is hereby restated and certain portions of which is amended to read as follows:

Supplementary to the Memorandum Circular #81, S. 1973 regarding the change in policy concerning overtime work in the NIA and in conformity with the MC #593 dated August 8, 1972 of the Acting Executive Secretary as embodied in MC #48, S. 1972, and as matter of policy, all regular employees of the NIA during overtime work shall be allowed meal allowance at the rate of ₱4.00 per meal and reasonable transportation expenses enumerated in the following manner:

- (a) On regular days, when the employee is present during the whole working day and works overtime from 6:00 p.m. up to 9:00 p.m., he is entitled to a meal allowance for supper. Another meal is allowed if overtime service extends beyond twelve midnight.

*Revised*  
If the work extends beyond 10:00 p.m., a claim for transportation from office to home is allowed.

- (b) On Saturdays, Sundays and legal holidays, employees are entitled to the following meal allowances:

Luncheon-overtime rendered from 9:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:00 p.m.

Supper-overtime rendered from 1:00 p.m. to beyond 8:00 p.m.

Another meal is allowed if overtime extends beyond 12:00 midnight."

"Reasonable expenses for transportation will also be allowed from home to office and vice-versa on these days. (Gen. Cir. No. 53)".

Please note that on regular days transportation may be allowed from home to office only when the overtime extends beyond 10:00 o'clock in the evening. In the case of overtime on Saturdays, Sundays and holidays, transportation may be allowed from home to office and vice versa.

In the employment of daily-wage personnel, insofar as is feasible, their time schedule shall be staggered in such 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 schedule during Saturdays, Sundays and Holidays when necessary.

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.

All cost of overtime work shall be covered by monthly reports to be submitted to the Project Managers of Special Project and/or regional irrigation engineers for evaluation. These reports per attached form shall be submitted monthly to the undersigned, Attention: Chief, Management Staff, for analysis and evaluation.

All Memorandum Circulars and other office issuances inconsistent herewith are hereby revoked or superseded accordingly.

Strict compliance is enjoined.

(SGD.) ALFREDO L. JUINIO  
Administrator

CONCURRED:

(SGD.) ERNESTO N. PADRE  
Corporate Auditor

April 17, 1974

Republic of the Philippines

**Report on the Remission of Overtime Service**  
**For the Month Ending 197**

[illegible]

TOTAL

PREPARED BY:

SUBMITTED BY:

CERTIFIED BY: