

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

MG # 2, s. 1974

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATOR; ASSISTANT ADMINISTRATOR FOR FINANCE; PROJECT MANAGERS AND/OR DIRECTORS; CHIEFS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION ENGINEERS; CHIEFS OF DIVISIONS; OFFICERS-IN-CHARGE OF PROVINCIAL IRRIGATION OFFICES; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION OFFICES; AND ALL OTHERS CONCERNED
This Office

SUBJECT : Policy Guidelines for the Implementation of the Payment of Representation and Transportation Allowances within NIA


In order that claims for representation and transportation allowance may be clarified and properly implemented, there are enumerated hereunder some basic policies and guidelines limiting the enjoyment of these privileges effective January 1, 1974:

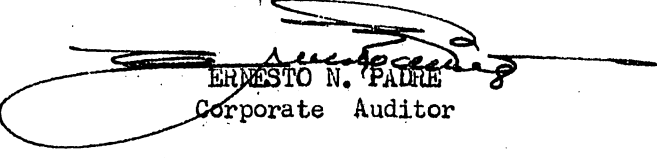
1. Employees absent or off-duty for the entire month shall not be allowed to collect representation and/or traveling allowances for that month.
2. Full-time employees present or on official duty for at least 1/2 month (15 days including Saturdays, Sundays and Holidays), may be allowed to collect representation allowance in full on his certification that he has spent such.
3. Full-time employees present or on official duty less than 1/2 month or 15 days including Saturdays, Sundays and Holidays may be allowed to collect 1/2 month's representation allowance on his certification that he has spent such. HOWEVER, he may collect the allowance up to the full amount allowed if receipts are submitted to support the expenses.
4. Since traveling expenses are more generally service connected, traveling allowances should be reduced proportionately for every absence on a working day in excess of 4 absences every month.

In view of the foregoing, the Assistant Administrators; all heads of Special Projects; chiefs of Departments and Staffs; regional irrigation engineers; as well as all others concerned should follow and enforce the above stated guidelines on claims for representation and transportation allowances.

Strict compliance is enjoined.

January 7, 1974
CONCURRED:


ALFREDO L. JUNIO
Administrator


ERNESTO N. PADRE
Corporate Auditor