

Not. Staff

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC #6-A, s. 1974

NOTED BY:

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MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS; STAFFS AND DIVISIONS;
REGIONAL, PROVINCIAL AND PROJECT IRRIGATION
ENGINEERS, IRRIGATION SUPERINTENDENTS AND/OR
OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; HEADS
OF SPECIAL PROJECTS AND ALL EMPLOYEES
This Agency

SUBJECT : Supplemental Instructions on Granting of Living
Allowance

This is to inform you of the additional instructions on granting living allowance to our employees as per MC #6, s. 1974, which are as follows:

- I. Living allowance of employees for laborers who have rendered less than one month service and daily or monthly employees with no earned leaves and with undertimes shall be computed as follows:

$$\text{Living Allowance} = \frac{\text{No. of calendar days-Absence/Undertime}}{\text{No. of calendar days in the month}} \times \begin{matrix} \text{Rate of L.A.} \\ \text{corresponding} \\ \text{to his salary} \\ \text{rate} \end{matrix}$$

- II. For better control, preparation of living allowance shall be made in the general payroll for monthly employees and in the labor payroll for daily employees for subsequent months.
- III. Contractual employees will not be entitled to living allowance.

(SGD.) ALFREDO L. JUINIO
Administrator

February 11, 1974