

Republika ng Pilipinas
PAMBALANG PANGASIWAAN NG PAGIBIG
(National Irrigation Administration)
Lungsod ng Quezón

MC # 21, s. 1974

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION ENGINEERS; MANAGERS/DIRECTORS OF SPECIAL PROJECTS, AND ALL OTHERS CONCERNED.

SUBJECT : Guidelines in the Payment/Reimbursement of Burial Expenses for Former NIA Employees.

The provisions of NIA Memorandum Circular No. 48 dated July 1, 1973, notwithstanding, hereinafter are guidelines in the payment/reimbursement of burial expenses under the Workmen's Compensation Law, Section 699 of the Revised Administrative Code and Presidential Decree No. 199, for the guidance and information of all concerned:

1. Payment or reimbursement of burial expenses for former NIA employees who are deceased may be effected in favor of the heir(s) only if:

- a. the deceased died of injury while performing acts in line of duty; or
- b. the deceased sustained injury, or contracted sickness in line of duty or his sickness is aggravated by the nature of his employment, and that in all these instances, the deceased died within two (2) years from the time the injury was sustained or the sickness was contracted or aggravated, without notorious negligence, voluntary act or drunkenness imputable to the deceased.

2. The minimum amount of burial expenses shall be P200.00 in all instances. However, former NIA employees who are deceased, with salaries of P3,720 or less per

annum may be allowed burial expenses in an amount not to exceed ₱650.00; those with salaries of more than ₱3,720.00 but not more than ₱6,000.00 per annum may be allowed burial expenses of not exceeding ₱900.00; those with salaries of ₱6,000.00 or more per annum may be allowed burial expenses of not exceeding ₱1,200.00

3. All payments or reimbursements for burial expenses shall be computed commulatively on the basis of supporting receipts of expenditures and reasonableness of aggregate payments made or still to be made. The Accounting Division shall maintain a card for each claimant which shall record all claims and payments made.

All payments or reimbursements for burial expenses for amounts of more than ₱200.00 shall not be allowed unless supported by receipts or affidavits of the undertaker. Nevertheless, the amount of payment or reimbursement of more than ₱200.00 for burial expenses shall not exceed the corresponding maximum amount set under Presidential Decree No. 199, notwithstanding that the receipts or affidavits states of a greater amount; and Provided, that the allowance of amounts of payment or reimbursement over and above the minimum amount of ₱200.00 set herein shall be subject to the discretion and approval of the NIA Board or the Administrator.

4. All payments or reimbursements of claims for burial expenses shall be subject to availability of funds and the usual accounting and auditing requirements.

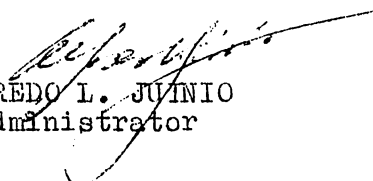
5. Except for claims for burial expenses which are included in claims for compensation and duly adjudicated/awarded under the Workmen's Compensation Act, as amended, all such claims for payment or reimbursement shall be filed with the NIA Administrator or to duly delegated officials

for evaluation and approval, and no payments or reimbursement shall be effected until such approval is made either by the Administrator or duly delegated official or the NIA Board.

6. For purposes of evaluating these claims, notice of death of NIA employees arising from injuries sustained in the performance of acts in the course of employment should be reported to the Administrator in the same manner as notice and report required under NIA MC #32, s. 1970 pertaining to injuries or sickness that do not give rise to death.

7. All claims under Sec. 699, RAC and PD 199 which are duly approved by the Administrator or duly delegated official or the NIA Board shall be transmitted to the Finance Department either for payment or inclusion in the budget estimates for the ensuing Fiscal Year.

For strict compliance.


ALFREDO L. JUINIO
Administrator

DM/jin

April 22, 1974.