



Republika ng Pilipinas
PAMANSANG PANGASIWAAN NG FATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MO # 56, 1974

MEMORANDUM CIRCULAR

TO : THE ASST. ADMINISTRATORS; ALL CHIEFS
OF DEPARTMENTS AND STAFFS; HEADS OF
SPECIAL PROJECTS; ALL PROJECT ENGINEERS
OF SPECIAL PROJECTS; REGIONAL AND PRO-
VINCIAL IRRIGATION ENGINEERS; IRRIGA-
TION SUPERINTENDENTS AND OFFICERS-IN-
CHARGE OF SYSTEMS; CHIEF CORPORATE ACCOUNT-
ANT; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Authority for Overtime Services

In order that the NIA may accelerate the generation of irrigated areas pursuant to its 10-Year Irrigation Development Program, it is hereby informed that the services of our personnel beyond the usual office hours and on Saturdays, Sundays and Holidays may now be allowed with pay for the following specific situations, pursuant to a 1st Indorsement of the Office of the President dated November 12, 1974, in addition to allowable overtime work involving rehabilitation and/or repair of damaged irrigation systems and irrigation pumps, pursuant to Letter of Instruction # 211 dated August 22, 1974.

- a. Loss or damage to life, limb or property;
- b. Inspection of contract work as needed by contractors specially wherein continuous pouring of concrete is needed; emergency repair of damaged works; emergency repair of construction equipment in operation; including supervision of "pacquiao" contract work;
- c. Gathering of technical data and preparation of plans for project scheduled for immediate construction included in the area pledged by each field office as part of the Agency's crash program;
- d. Supervision of the distribution and delivery of irrigation water especially during critical supply in areas served by NIA constructed, operated and maintained irrigation systems; and
- e. Preparation and typing of reports and urgently needed statistical/financial data to support urgent projects/programs.

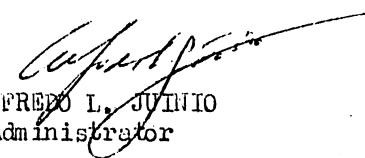
For cases a and b above, the Heads of Special Projects and/or Regional Irrigation Engineers or their respective assistants in their absence, shall approve the request for overtime services pursuant to their existing authority.

For cases c, d and e, the overtime services should have the prior approval of the Administrator, and whenever practicable, the hiring of additional personnel should be resorted to rather than

requesting for overtime authority. In so far as 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 schedule on two-shift basis may be considered to maintain necessary work schedule during Saturdays, Sundays and Holidays when necessary.

Payment of overtime services rendered will cover the usual meal allowance for overtime work rendered after office hours and daily rate for temporary (daily) employees on Saturdays, Sundays and Holidays and actual cost of transportation, subject to the usual accounting and auditing rules and regulations. Heads and Assistant Heads of Special Projects, Regional Irrigation Engineers and their Assistants, Chiefs of Divisions and Chiefs of Irrigation Systems/PIOs are not allowed overtime pay for overtime work rendered (MC 49, s. 1971). Attention is invited to MC #31-B, s. 1973 of this Office which requires the submission of monthly reports on overtime services by Heads of Special Projects and/or Regional Irrigation Engineers to the Central Office, Attention: the Chief, Management Staff, for analysis and evaluation.

Please be guided accordingly.


ALFREDO L. JUINIO
Administrator

Copies furnished:
To: Bureau of Agriculture
and
CIR, Manila
Date: 26/2/1974

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