

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

MC # 17-A, s. 1975

MEMORANDUM CIRCULAR

TO : ALL ASSISTANT ADMINISTRATORS; PROJECT MANAGERS (SPECIAL PROJECTS); CHIEFS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL IRRIGATION ENGINEERS; SUPERINTENDENTS OF IRRIGATION SYSTEMS; PROJECT ENGINEERS; ALL OTHERS CONCERNED  
This Office

SUBJECT : Supplemental Guidelines in the Implementation of the Salary Plan in NIA

Enumerated hereunder are supplemental guidelines to be observed in connection with the implementation of the salary plan for your immediate compliance.

1. That the employee whose positions are being retitled with the corresponding adjustments in salary are performing substantially the duties and responsibilities attached to their positions. The Administrator shall hold the issuance of salary adjustments in cases where the employees are not performing the duties of their positions until such time that the latter shall have discharged the duties thereof. The effectivity of the adjustment shall be reckoned from the date the employees assumed the duties of their positions. For this purpose, the Department Head/Regional Irrigation Director/Project Manager/Division Chiefs of Regional Head Offices or Special Projects/Irrigation Superintendents/Provincial Irrigation Engineers/Project Engineers as the case may be, of the employees concerned, shall issue a certification indicating the date when the duties were discharged.
2. That the employees must not have any pending administrative and/or criminal case at the time of the issuance of the notice of adjustment. Those facing administrative cases shall not be given a Notice of Salary Adjustment until such time as they shall have been cleared of the case against them. The Corporate Legal Counsel shall issue a certification to this effect and the Notice of Salary Adjustment shall be issued accordingly, effective as of the date the employees were cleared of the case by the court or by the Administrator.
3. Employees who were separated from the service as of September 30, 1974, shall not be entitled to the Salary Adjustment under the NIA Pay Plan notwithstanding the fact that the period after September 30, 1974, might have been covered by a duly approved terminal leave of absence.

4. Employees must have at least a satisfactory performance rating in order to entitle them to a salary adjustment. Employees with unsatisfactory performance rating shall not be given notices of salary adjustment. However, they may be issued adjustments during the next rating period if their performance has reached a satisfactory level.

Please be guided accordingly.

(SGD.) ALFREDO L. JUINIO  
Administrator

April 23, 1975