

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

MC # 14, s. 1976

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS; STAFFS; DIVISIONS; REGIONAL IRRIGATION DIRECTORS; HEADS OF SPECIAL PROJECTS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES; CORPORATE AUDITOR AND REGIONAL/PROJECT AUDITORS; ACCOUNTING EMPLOYEES AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : New Features of the Time Book and Payroll for Daily Employees for Use of the NIA

For uniformity in the preparation of the Time Book and Payroll for NIA daily employees, new features have been added to General Form No. 7(A), which is presently being used so as to include columns for allowances and deductions for clearer computation of the net amount due the wage earner concerned (See attached copy of revised form). For initial use, the Accounting Division, Central Office shall send to the regional/project offices the revised forms intended for implementation for April, 1976. However, if the regional/project/field offices have still stocks of the old forms 7 (A), the same may still be used until exhausted before starting with the use of the new revised forms.

Attached Exhibit (A) is a sample labor payroll for a wage earner/laborer at P10.00/day, single, for the period from April 1-15, 1976.

The sample labor payroll for the same wage earner for the period from April 16-30, 1976 is shown on the attached Exhibit (B).

COMPUTATION

Authorized Emergency Living Allowance - The maximum authorized emergency living allowance is P50.00 if the employee concerned receives P550.00 or less. If he/she receives a basic salary of more than P550.00 but not more than P600, then the authorized emergency living allowance would be the difference between P600.00 less the basic salary. The basic daily rate could be converted to basic salary by multiplying the daily rate by the number of regular working days during the particular month concerned.

Emergency Cost of Living Allowance Earned - The basis for the computation of the emergency cost of living allowance earned is the number of the regular working days rendered during the week, for weekly labor payroll, or for the quincena for the labor payroll for said period multiplied by the authorized cost of emergency living allowance as explained above and then divided by the number of regular working days during the particular month. Thus in the quincena labor payroll example in Exhibits (A) and (B), the computation of the emergency cost of living allowance earned, is as follows:

$$\begin{array}{lcl} \text{No. of regular days worked} & = & \frac{11}{22} \times \text{P50} = \text{P25.00} \\ \text{No. of reg. working days (apr)} & = & \text{VVVVV} \end{array}$$

From the above example, the number of regular days worked by the laborer during the quincena was eleven (11) days multiplied by his authorized cost of living allowance of P50.00 and then divided by 22, the number of regular working days during April and we get the total amount of the allowance earned for the quincena (P25.00).

However, if the same laborer rendered only ten regular working days during the quincena and he does not have any earned leave balance which could be applied to the day he was absent on the regular working day, then the computation of his allowance earned would be as follows:

$$\begin{array}{l} \text{No. of regular days worked} = 10 \\ \text{No. of reg. working days(April)} = 22 \end{array} \times \text{P50.00} = \text{P22.72}$$

Computation of Deductions:

Withholding Tax - Secure a copy of the Revenue Regulation No. 9-75, dated December 24, 1975 for guidelines on the Daily Withholding Table.

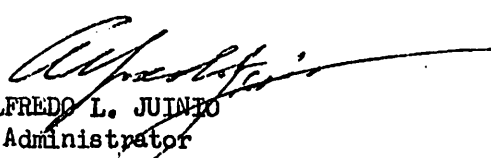
Medicare - P3.75 for every daily/monthly employee.

From the attached Exhibits (A) & (B), the corresponding amount of the daily withholding tax deduction per Daily Withholding Table is P0.10 centavos per working day for a laborer who is single and earns P10.00 a day.

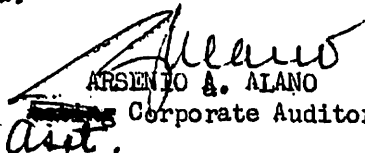
The monthly Medicare deduction per employee of P3.75 should be reflected at the last quincena/weekly labor payroll.

The regional/project accountant should see to it that all deductions are remitted monthly to the GSIS, BIR and other government offices concerned.

Compliance by all concerned is hereby enjoined.

  
ALFREDO L. JUINIO  
Administrator

CONCURRED;

  
ARSENIO A. ALANO  
Corporate Auditor

March 23, 1976