

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF SPECIAL PROJECTS; CHIEFS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL IRRIGATION ENGINEERS; SUPERINTENDENTS OF IRRIGATION SYSTEMS; PROJECT ENGINEERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Implementation of Phase III of the NIA Classification & Pay Plan for Daily Employees Not Covered by Phases I & II

Effective April 1, 1976, daily wage employees not included under Phases I & II of the NIA Classification & Pay Plan shall be covered by the Plan.

The following are the guidelines in the implementation of Phase III:

1. As a general rule, an employee whose present total daily rate (including the Cost of Living Allowance enjoyed by him - COLA) is less than the first step of the grade assigned to his position under the NIA Plan, shall receive the first step of the grade. The cost of living allowance which is computed at ₱2.27 per day is incorporated in the computation of the present daily rate.

Example:

Clerk I = Grade 4 = ₱13.67/day (1st step)

Present daily rate =	9.43	(Basic)
	.94	(BC240)
	2.27	(COLA)

Total daily rate = ₱12.64

Since ₱12.64 is less than ₱13.67, the employee's rate shall be adjusted accordingly.

2. If the total daily rate of an employee is more than the first step of the grade of his position, he shall continue to receive his present total daily rate.

Example:

Bindery Helper = Grade I = ₱11.00/day (1st step)

Present daily rate =	8.00	(Basic)
	.80	(BC240)
	2.27	(COLA)

Total daily rate = ₱11.07

Since the total daily rate is over the first step which is ₱11.00, the employee shall continue to receive his present rate.

(b) He has no pending administrative and/or criminal case at the time of the issuance of the notice of adjustment. The Notice of Salary Adjustment of an employee with a pending case shall be deferred until such time as he shall have been cleared of the case against him. The adjustment shall be effective as of the date he should have been adjusted if no case had been pending against him.

(c) Availability of Funds.

6. An employee who was on terminal leave before the effectivity of the Pay Plan covering his position shall not be entitled to salary adjustment under the Pay Plan.
7. An employee who is demoted for cause to a lower position shall suffer a salary reduction, unless otherwise provided for in the decision.
8. Transferees from one NIA office to another with rates higher than the first step of the position they are transferring to, may continue receiving their previous daily rates provided funds are available to cover the difference and provided further that his previous rate does not exceed the maximum of the grade of his new position.
9. Transferees from other government offices shall be entitled only to the minimum hiring rate.


The list of matching position titles and the corresponding salary grades for existing positions not covered by Phases I & II is attached as Annex "A". It is understood that henceforth, position titles adopted should conform to the NIA Classification & Pay Plan. Positions not found in the list should be referred to the Central Office, attention of the Administrative Director, for determination of the appropriate title & salary grade. For this purpose, an accomplished job description form should support the referred position.

Notification Procedure

Notices of adjustment shall be issued to employees entitled to the 1st step of the grade of their positions. The officials authorized to sign such notices under MC Nos. 54 & 54-A, s. 1975 shall sign the notices of adjustment. Field offices should furnish the C.O., c/o the Administrative Director with copies of the notices.

In cases involving a change of position title, appointments should be issued at the new adjusted rate. Legible copies of daily appointments issued should be submitted as usual to the Central Office for purposes of control and statistics, per NIA MC #2, s. 1976.

Strict compliance is enjoined.


ALFREDO L. JUINIO
Administrator

April 12, 1976

Enclosed: As stated.