

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUB  
(National Irrigation Administration)  
Epifanio delos Santos Avenue  
Diliman, Quezon City

COPY FOR  
MGT. STAFF-CSP  
9-27-76

RSM -  
ADD -  
ETM -  
JTS - *JT 9/27*  
LL -  
FILE -

MC # 48, s. 1976

MEMORANDUM CIRCULAR

: THE ASSISTANT ADMINISTRATORS. ALL HEADS OF DEPARTMENTS AND STAFFS: HEADS OF SPECIAL PROJECTS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES; CHIEF CORPORATE ACCOUNTANT AND REGIONAL ACCOUNTANTS; CORPORATE AUDITOR AND REGIONAL AUDITORS; AND ALL OTHERS CONCERNED National Irrigation Administration

SUBJECT : Budget Circular No. 262, dated August 11, 1976, re: Minimum Wage for Full-Time Employees of the National Government Including Employees of Government Owned and/or Controlled Corporations

Quoted hereunder in full for the information of all NIA officials and employees concerned is Budget Circular No. 262, dated August 11, 1976, regarding implementation of Letter of Instruction No. 426 of the President:

" August 11, 1976

BUDGET CIRCULAR NO. 262

T.O : All Heads of Departments, Chief of Bureaus and Offices, Governing Boards of Government Owned and/or Controlled Corporations, Comptrollers, Budget and Finance Officers, Chief Accountants, Auditors and Other Personnel Concerned

SUBJECT : MINIMUM WAGE FOR FULL-TIME EMPLOYEES OF THE NATIONAL GOVERNMENT INCLUDING EMPLOYEES OF GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS

The President, in his Letter of Instruction No. 426, dated July 7, 1976, has directed the implementation of the increase of the minimum wage/salary provided under Presidential Decree No. 928 for full-time employees of the National Government and for employees of government owned and/or controlled corporations to P10 for those on daily wage and P300 on monthly basis effective May 1, 1976. Accordingly, the following rules and regulations are hereby issued as required in said Letter of Instructions:

A. COVERAGE AND EXCEPTION:

1. The increase of the minimum wage shall apply to all full-time employees of the National Government including those in government-owned or controlled corporations whether permanent, temporary, emergency or casual and whether paid on the monthly or daily basis and whether their positions are covered by the WAPCO Pay Plan or not.
2. Contractual employees whose salaries and wages are below ₱10 daily or ₱300 monthly shall be accordingly adjusted by amending the respective contracts and the salary adjustments shall be taken from the Agency's appropriations and not from the Salary Adjustment Fund mentioned under Paragraph C of this Circular.
3. This Circular does not apply to persons whose salaries are established by special laws, such as the members of the Armed Forces of the Philippines, nor to employees of local governments.

B. IMPLEMENTING RULES:

1. For purposes of this Circular, full-time employees shall mean those who, by the terms of their appointments, are required to observe the regular working hours prescribed by law for government employees consisting of at least 8 hours per day on a 5-day work week.
2. If the total compensation received by a full-time employee, including basic salary, all percentage adjustments, and cost of living allowances is less than ₱10 per day or ₱300 per month as of April 30, 1976, then his wage or salary shall be increased in order to raise the total compensation (excluding subsistence, clothing and laundry allowances) to ₱10 daily and ₱300 monthly, respectively, effective May 1, 1976.
3. New employees appointed effective May 1, 1976 and thereafter whose rates are at the minimum rate of ₱10 per day or ₱300 per month, whether or not their positions are covered by the WAPCO Pay Plan, shall not be paid the emergency cost of living allowance granted under P.D. No. 390.
4. For WAPCO covered positions, the minimum wage to be prescribed on all appointments shall be the round figure of ₱10 per day or ₱300 per month, pending the range adjustments to be made by WAPCO as a result of this new minimum wage/salary.

5. The Heads of the Agency shall notify the laborer or employee concerned of his adjusted minimum wage or salary in the form herein prescribed marked Annex I (A and B) a copy each to be furnished the Civil Service Commission, the Commission on Audit, the WAPCO (for WAPCO covered positions) and the Government Service Insurance System for employees who are members of said System.

C. PAYMENT AND ALLOTMENT AND ACCOUNTING PROCEDURES:

1. Payment of the minimum salary or wage increase herein authorized shall be made in accordance with the following guidelines:

(a) The difference between the new minimum daily wage/monthly salary herein granted and the corresponding rates authorized under P.D. No. 733/Special Budgets, as reappropriated under P.D. No. 904, shall be charged against the appropriation of the agency, which may be supplemented if necessary from the lump-sum appropriation authorized for the Salary Adjustment Fund in Item 67 (1), page 389 of P.D. No. 733, as also reappropriated under P.D. No. 904.

The use of said Funds necessary to cover the increase of said employees for the last two months of fiscal year 1976 ended June 30, 1976, is similarly authorized, pursuant to Section 3 (47) of P.D. No. 733, as reauthorized in P.D. No. 904, and implemented in Part I, Section 1 (g) of Letter of Implementation No. 44, dated April 8, 1976.

(b) The increase in minimum wage herein authorized for employees of agencies and government owned and/or controlled corporations being paid from funds other than the General Fund, shall be charged against their respective appropriations or corporate funds.

2. The Chief Accountants concerned shall accomplish and submit to the Budget Commission not later than fifteen (15) days from the end of each month a statement of actual payments of the minimum increase made during the preceding month to the employees mentioned in this Circular duly certified in accordance with the forms herein prescribed (Annex II) if the same is chargeable against the lump-sum appropriation for the Salary Adjustment Fund herein indicated, on the basis of which

the allotment from the Salary Adjustment Fund shall be issued by the Budget Commission.

3. The salary increase herein authorized is subject to the retirement and life insurance premiums if the recipient is a member of the GSIS.

**D. RESPONSIBILITY OF HEAD OF AGENCY:**

Head of Agencies and/or Corporations shall be held personally liable for any payment of the minimum increase made which is not in accordance with this Circular.

- E. Cases not covered by this Circular shall be referred to the Commissioner of the Budget.**

(SGD.) JAIME C. LAYA

Acting Commissioner of the Budget"

Inasmuch as the cost of living allowance granted under P.D. No. 390 for employees receiving less than ₱600 has already been provided and/or included in the implementation of the above-stated circular which is effective May 1, 1976, the cutting off of the said living allowance as far as the NIA is concerned will be effected starting October 1, 1976. Please disseminate this information to your personnel.

Compliance is requested.

(SGD.) ALFREDO L. JUINIO

Administrator

September 22, 1976

\_\_\_\_\_  
(Name of Agency)

NOTICE OF MINIMUM SALARY INCREASE  
(FOR NON - WAPCO COVERED POSITIONS)

\_\_\_\_\_, 1976

MR./MS. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Pursuant to P.D. No. 928 and Letter of Instructions No. 426, as implemented by Budget Circular No. \_\_\_\_\_, the minimum wage/salary of your position of \_\_\_\_\_ Item No. \_\_\_\_\_, Page \_\_\_\_\_ of Presidential Decree No. 733/ Special Budget No. \_\_\_\_\_ as reauthorized in P.D. No. 904, has been increased to \_\_\_\_\_ per day/per month, effective May 1, 1976 as follows:

1. Basic Salary as of April 30, 1976 . . . . . ₱ \_\_\_\_\_
2. 10% salary increase under B.C. No. 240 . . . . . \_\_\_\_\_
3. Emergency Cost of Living Allowance per  
    Budget Circular No. 238 and 238-A . . . . . \_\_\_\_\_
4. Minimum Wage Increase . . . . . \_\_\_\_\_

Total minimum salary . . . . ₱ \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
(Head of the Agency)

\_\_\_\_\_  
(Name of Agency)

NOTICE OF MINIMUM SALARY INCREASE  
(FOR WAPCO COVERED POSITIONS)

\_\_\_\_\_, 1976

Mr./Mrs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Pursuant to P.D. No. 928 and Letter of Instructions No. 426, as implemented by Budget Circular No. \_\_\_\_\_, the minimum wage/salary of your position of \_\_\_\_\_, R-\_\_\_\_\_, Item No. \_\_\_\_\_, Page \_\_\_\_\_ of Presidential Decree No. 733/Special Budget No. \_\_\_\_\_, has been increased to ₱ \_\_\_\_\_ per day/month effective May 1, 1976, as follows:

New Wage/Salary Increase . . . . . ₱ \_\_\_\_\_

Adjusted Basic Wage/Salary as of April 30, 1976 . . . . . \_\_\_\_\_

Total minimum salary . . . . . ₱ \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
(Head of Agency)

\_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_, 1976

The Honorable  
The Commissioner of the Budget  
Malacañang, Manila

ATTENTION: Division "C", B-I

S i r :

Pursuant to Budget Circular No. \_\_\_\_\_ dated \_\_\_\_\_,  
I hereby request for the release of an allotment of ₱ \_\_\_\_\_  
from the Salary Adjustment Fund, Item No. 67-1-1, page 89 of  
Presidential Decree No. 733 as reappropriated under Presiden-  
tial Decree No. 904, to cover disbursements on minimum salary  
during the month \_\_\_\_\_ for the following:

1. WAPCO covered positions (Total No. \_\_\_\_\_) \_\_\_\_\_
2. Non-WAPCO positions (Total No. \_\_\_\_\_) \_\_\_\_\_

The above-mentioned figures and the attached supporting  
documents are hereby certified to be correct.

Very truly yours,

\_\_\_\_\_  
Chief Accountant