

Wgt. File
1-17-77

Republika ng Pilipinas
PAMPANGANG PANGASINAN NG PATURIG
(National Irrigation Administration)
Epifanio de los Santos Avenue
Diliman, Quezon City

Ans. Fe Pray. Llanos

MC # 49, s. 1976

MEMORANDUM CIRCULAR

TO : The Assistant Administrators; Heads of Departments & Staffs; Heads of Special Projects; Regional Irrigation Directors; Provincial Irrigation Engineers; Superintendents of Irrigation Systems; Project Engineers National Irrigation Administration

SUBJECT : Revision of the Salary Scale for Monthly Positions in the NIA Classification and Pay Plan.

Pursuant to Board Resolution No. 2939-76 dated September 27, 1976, providing for a general salary increase of 12% of the base pay for positions in the NIA, it is hereby informed that the Salary Scale of NIA as of October 1974 is superseded by the Revised Salary Scale, attached as Annex "A", effective July 1, 1976.

In this connection, you are hereby directed to adjust the salaries of employees on monthly basis to the new salary rates in accordance with the Revised Salary Scale.

A - GUIDELINES:

The following guidelines in the implementation of the adjustment are hereby prescribed:

1. Monthly employees as of June 30, 1976 shall have their salaries adjusted accordingly to the new rates of their respective steps effective July 1,

- Equipment Management/
Project Development
Depts.; Chiefs of
Divisions of Regional
Irrigation Offices
- b) Assistant Administrator for Finance and Administration Personnel under his Office; Chiefs of Divisions under the Administrative/Finance/Treasury Depts.; under the Management/Legal/Public Information Staffs from Deputy Heads down to Division Chief level
- c) Assistant Administrator for Special Projects Personnel under his Office; Assist. Project Manager and Chiefs of Divisions of Special Projects
- d) Chiefs of Depts./Staffs Personnel under their respective Depts./Staffs except Assist. Staff Heads & Chiefs of Divisions
- e) Regional Irrigation Directors/Project Managers Personnel under their respective jurisdiction except Chiefs of Divisions

Field offices shall furnish the Central Office, care of the Administrative Director/Business Manager, with legible copies of the notices for post audit and appropriate corrections and refunds if found to be in error.

C - PAYMENT OF SALARY DIFFERENTIAL:

The general rule is to charge the salary differential against the same fund from which the basic pay is drawn. If the basic pay is drawn from Project funds, the salary differential should also be charged to Project funds.

The Central Office will release the sub-allotment advice corresponding to amounts needed in the respective Regional Irrigation Offices.

D - CONTRIBUTION TO THE GSIS:

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

E - RESPONSIBILITY OF APPROVING OFFICIAL:

Approving officials shall be held responsible for any payment of the increase of salaries which is not in accordance with this Circular.

F - SAVING CLAUSE:

Cases not covered by this Circular shall be referred to the Administrator, Attn.: Administrative Director or Business Manager, as the case may be.

(SGD.) ALFREDO L. JUINIO
Administrator

Enclosures:

Annex "A" - Revised Salary Scale of NIA
Annex "B" - Notice of Salary Adjustment

Copy furnished:

The Corporate Auditor

October 11, 1976

REVISED SALARY SCALE OF NIA
As of July 1, 1976

ANNEX "A"

SALARY STEPS
(Pesos per Annum/Month)

SALARY GRADE	1	2	3	4	5
I Per Annum Per Month	4,435.20 (369.60)	4,704.00 (392.00)	5,107.20 (425.60)	5,510.40 (459.20)	5,913.60 (492.80)
II	4,704.00 (392.00)	5,107.20 (425.60)	5,510.40 (459.20)	5,913.60 (492.80)	6,316.80 (526.40)
III	5,107.20 (425.60)	5,510.40 (459.20)	5,913.60 (492.80)	6,316.80 (526.40)	6,720.00 (560.00)
IV	5,510.40 (459.20)	5,913.60 (492.80)	6,316.80 (526.40)	6,720.00 (560.00)	7,190.40 (599.20)
V	5,913.60 (492.80)	6,316.80 (526.40)	6,720.00 (560.00)	7,190.40 (599.20)	7,728.00 (644.00)
VI	6,316.80 (526.40)	6,720.00 (560.00)	7,190.40 (599.20)	7,728.00 (644.00)	8,265.60 (688.80)
VII	7,190.40 (599.20)	7,728.00 (644.00)	8,265.60 (688.80)	8,803.20 (733.60)	9,408.00 (784.00)
VIII	8,265.60 (688.80)	8,803.20 (733.60)	9,408.00 (784.00)	10,080.00 (840.00)	10,752.00 (896.00)
IX	9,408.00 (784.00)	10,080.00 (840.00)	10,752.00 (896.00)	11,558.40 (963.20)	12,364.80 (1,030.40)
X	10,752.00 (896.00)	11,558.40 (963.20)	12,364.80 (1,030.40)	13,171.20 (1,097.60)	14,112.00 (1,176.00)
XI	12,364.80 (1,030.40)	13,171.20 (1,097.60)	14,112.00 (1,176.00)	15,120.00 (1,260.00)	16,128.00 (1,344.00)
XII	14,112.00 (1,176.00)	15,120.00 (1,260.00)	16,128.00 (1,344.00)	17,270.40 (1,439.20)	18,480.00 (1,540.00)
XIII	16,128.00 (1,344.00)	17,270.40 (1,439.20)	18,480.00 (1,540.00)	19,824.00 (1,652.00)	21,168.00 (1,764.00)
XIV	18,480.00 (1,540.00)	19,824.00 (1,652.00)	21,168.00 (1,764.00)	22,646.40 (1,887.20)	24,259.20 (2,021.60)
XV	20,966.40 (1,747.20)	22,579.20 (1,881.60)	24,192.00 (2,016.00)	25,804.80 (2,150.40)	27,552.00 (2,296.00)
XVI	24,192.00 (2,016.00)	25,804.80 (2,150.40)	27,552.00 (2,296.00)	29,568.00 (2,464.00)	31,584.00 (2,632.00)
XVII	27,552.00 (2,296.00)	29,568.00 (2,464.00)	31,584.00 (2,632.00)	33,600.00 (2,800.00)	36,288.00 (3,024.00)
XVIII	31,584.00 (2,632.00)	33,600.00 (2,800.00)	36,288.00 (3,024.00)	38,976.00 (3,248.00)	41,664.00 (3,472.00)
XIX	36,288.00 (3,024.00)	38,976.00 (3,248.00)	41,664.00 (3,472.00)	44,352.00 (3,696.00)	47,308.80 (3,942.40)

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

_____, 1976

N
National Irrigation Administration

Notice of Salary Adjustment

Sir/Madam:

You are hereby advised that the salary of your position
as _____ under Item No. _____,
page _____ of P.D. # 733/552 has been adjusted from _____
_____ PESOS (P _____) per annum, your
actual salary as of _____, 1976 to _____
_____ PESOS (P _____) per annum effective
_____, 1976.

This notice is issued pursuant to Board Resolution No.
2939-76, dated September 27, 1976.

Very truly yours,

For the Administrator:

Copy furnished:

- The Chairman, Civil Service Commission
- The Administrative Director/Business Manager, NIA
- The Finance Director, NIA
- The Corporate Auditor, NIA
- The General Manager, CSIS

Wannie...

9-13-76