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

Inf. File

MC # 53-A, S. 1976

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, CHIEFS OF
DEPARTMENTS/STAFFS; REGIONAL IRRIGATION
DIRECTORS; MANAGERS OF SPECIAL PROJECTS;
IRRIGATION SUPERINTENDENTS; PROVINCIAL
IRRIGATION ENGINEERS; OFFICERS-IN-CHARGE
National Irrigation Administration

SUBJECT : Supplemental List for Nomination for
Merit Increase

In-step for merit increase is hereby granted to monthly officials and employees who have forfeited at least 100 days (equivalent to about 135 days exclusive of Saturdays, Sundays and holidays) all earned in the NIA. This is in recognition of their sacrifices, faithful devotion to duty and service and satisfactory performance because despite availing themselves of the privilege to go on leave with pay, they preferred to report for work instead. It is therefore fitting and proper that they be given an incentive.

Every chief of office, therefore, is hereby directed to submit a list of such names as nominees for merit increase duly certified by the Administrative Director for NIA Central Office personnel, the Business Manager for Office of Special Projects, the Regional Irrigation Directors or Special Project Managers concerned for field employees. Said lists shall include the names of nominees, the corresponding organizational unit, designation, present salary and the number of days forfeited.

The lists from field offices shall be submitted to the NIA Central Office, Attention: Administrative Director/Business Manager, for NIA proper and Special Project employees, respectively. These officials shall submit the lists to the Assistant Administrators concerned who in turn will make the proper recommendation to the Administrator.

The deadline for submission is November 15, 1976 for Central Office personnel and November 26, 1976 for field employees.

Strict compliance is enjoined.

(SGD.) ALFREDO L. JUINIO
Administrator

November 4, 1976