



REPUBLIKA NG PILIPINAS  
**Pambansang Pangasiwaan ng Batubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
LUNGSOD NG QUEZON

*Record file*

MO # 65, s. 1976

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; HEADS OF SPECIAL PROJECTS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; CORPORATE AUDITOR, REGIONAL/PROJECT AUDITORS; AND ALL OTHERS CONCERNED.  
National Irrigation Administration

SUBJECT : Grant of Incentive Allowance to Employees Pursuant to Board Resolution No. 2984-76 dated December 13, 1976.

Officials and employees in the active service of the NIA as of December 15, 1976 are entitled to incentive allowance equivalent to one (1) month's salary but not to exceed ₱2,500, subject to the following guidelines:

A: Coverage: -

The following personnel in the active service of the NIA as of December 15, 1976 are entitled to incentive allowance:

1. Monthly and daily employees
2. Contractual employees directly hired by the NIA
3. NIA Auditing Personnel
4. Technical Assistants of the Board

B. Computation: -

1. Monthly and daily paid employees as well as those on contractual basis who have rendered ten (10) months or more of service in the NIA as of December 15, 1976 shall receive an incentive allowance equivalent to one (1) month salary (salary as of December 15, 1976) but not to exceed ₱2,500.00.

The incentive allowance of daily paid employees shall be equivalent to their daily rate as of December 15, 1976, multiplied by thirty (30).

2. The allowance of employees with less than ten (10) months service in the NIA shall be computed as follows:

No. of months service  
10

Provided, that a fraction of a month's service shall be considered as one (1) month.

3. Technical Assistants of the Board shall receive an incentive allowance equivalent to their monthly allowance.

C. Disqualifications: -

The following are not entitled to incentive allowance:

1. Employees who are serving an administrative penalty of suspension as well as those under preventive suspension from Office on December 15, 1976.
2. Employees on leave of absence without pay on December 15, 1976.
3. Employees separated from the NIA effective December 15, 1976 or earlier, regardless of whether they are on terminal leave on such a date.

D. Funding: -

A Sub-Allotment Advice covering the incentive allowance of those whose positions are authorized under the General Appropriations Decree shall be sent to the Regional Irrigation Engineers/Project Managers. Those whose positions are authorized under Special Project/Floating Plantillas shall be charged against the project funds.

E. Responsibility of Implementing Officials: -

Chiefs of Offices/Special Projects shall be held responsible for any grant of allowance which is not in accordance with this Circular.

Payrolls covering the incentive bonus of Central Office personnel shall be coursed thru the Administrative Director/Business Manager.

A consolidated report indicating number of employees paid and corresponding amounts in each office should be submitted to the Assistant Administrator for Finance and Administration.

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.

G. Effectivity: -

This Memorandum takes effect immediately.

Compliance hereon is enjoined.

  
ALFREDO L. JUINIO  
Administrator

December \_\_, 1976

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