

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

MC # 25-A, S. 1977

MEMORANDUM CIRCULAR

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

SUBJECT : Clarification on Some Provisions of MC # 25 for Nominating Employees for Merit Increase for 1977

For your information and guidance, hereunder are clarifications on some provisions of MC # 25, S. 1977.

I. Qualifications:

The cut-off date for reckoning the minimum one year period of service in the NIA is December 31, 1976.

II. Criteria in the Selection of Nominees:

Length of Service -

Services in the former ISU of employees who were integrated with NIA in September 1972 will be considered as NIA services.

Performance -

For employees whose services cover only two or three rating periods, the ratings for the two or one period without coverage shall be presumed and rated as "Satisfactory".

Working Above One's Position -

A claim for any point earned should be supported with a certified true copy of the covering authority.

Participation in Training Courses, Seminars and Workshops -

This refers to NIA approved training courses, etc., successfully completed during the years 1975 and 1976 only.

III. Organization and Composition of Nominating Committees:

Each nominating committee shall rank all the employees in the whole department/staff/field office from the highest to the lowest in terms of points according to priorities.

Special Provisions:

1. d) Last Priority - those receiving a salary above P2,000 per month and allowance of P500 per month or more.

Note: The computation of allowance excludes the incentive allowance under a Memorandum dated August 18, 1975, given to employees in Regions 7 and 8-A.

2. Automatic merit increases shall be given to employees who, by the nature of their work, rendered overtime services in the office without pay, at an average of at least twelve (12) hours per month for the past year. Such unpaid overtime services must have been duly recorded and be verifiable if necessary.

3. Automatic merit increases shall be awarded to duly appointed bill collectors and other employees duly designated as Watermasters, Gatekeepers and Ditchtenders, etc., whose collection efficiency in their assigned areas for the previous collection year starting February 1, 1976 to January 31, 1977 is at least 45.6% but not lower than P60,000. A claim under this provision shall be supported by a certified true copy of appointment or of official designation.

In arriving at the efficiency of an individual collector, the numerator shall be his total collection for current and back accounts from February 1, 1976 to January 31, 1977 and the denominator shall be the amount of current bills for the area for the year 1976 assigned to the collector. If the collection area is assigned to a team of collectors, the denominator for each collector shall be the amount of current bills for the area divided by the number of collectors in the team. If a collector has no specific area, his denominator shall be the average current bill for 1,500 hectares of the system. Office collections will not be considered under this provision.

Deadline for Submission and Review:

1. The list of nominees for the first priority shall be submitted to the Assistant Administrator concerned or the Administrator as the case may be, not later than August 15, 1977.
2. Each Assistant Administrator shall review the recommendations and submit his final proposal to the Administrator within five (5) days but not later than August 31, 1977.

Please be guided accordingly.

(SGD.) ALFREDO L. JUNIO
Administrator

July 22, 1977