

Inf. Staff

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

MC # 60, s. 1977

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF
DEPARTMENTS & STAFFS; HEADS OF SPECIAL PRO-
JECTS; REGIONAL IRRIGATION DIRECTORS;
PROVINCIAL IRRIGATION ENGINEERS; SUPERIN-
TENDENTS OF IRRIGATION SYSTEMS; PROJECT
ENGINEERS
National Irrigation Administration

SUBJECT : Guidelines in the Implementation of Merit Increase
for NIA Deserving Employees

Pursuant to MC # 25-B, s. 1977, as authorized under Board Resolution No. 2939-76 dated September 27, 1976, the grant of in-step merit increase to deserving employees in the attached list is hereby approved. For this purpose, deserving employees shall be granted an increase in salary from their present rates to the next higher step of the salary grade allocation of their respective positions.

You are therefore directed to adjust their salaries to the next step of their present salary grade effective January 1, 1977 in accordance with the following rules and guidelines:

A. GENERAL RULES:

1. The salary scale to be used for this purpose shall be the revised salary scale as of October 1, 1976.
2. a. An employee serving an administrative penalty as of January 1, 1977 or thereafter, shall be disqualified from this merit increase.
b. The merit increase of an employee who has a pending administrative and/or criminal case at the time of this issuance but who has been nominated for this merit increase shall be deferred until such time that he shall have been exonerated of the case against him by the Administrator as certified by the Corporate Legal Counsel. The effectivity of his merit increase will be January 1, 1977.
3. The basis for computing the in-step adjustment in salary shall be the actual salary of the employee as of December 31, 1976.

Examples:

- a) Salary of an employee at the 1st step

Draftsman, Grade VII

Salary as of December 31, 1976 - P649.20 (1st step)

Salary to be adjusted effective
January 1, 1977 - - - - - ₱694.00 (2nd step)

b) Salary of an employee in-between steps

Draftsman, Grade VII

Salary as of December 31, 1976 - ₱720.00 (In-between
2nd & 3rd
steps)

Salary to be adjusted effective
January 1, 1977 - - - - - ₱738.80 (3rd step)

c) Salary of the employee at the fourth step

Draftsman, Grade VII

Salary as of December 31, 1976 - ₱783.60 (4th step)

Salary to be adjusted effective
January 1, 1977 - - - - - ₱834.00 (5th step)

4. An employee who is promoted from one position to another after August 31, 1977 and whose salary in the old position as adjusted is equal to or higher than his rate in the new position, shall have his salary proposed at the next higher step of the grade allocation of the position to which he is promoted.

Examples:

a) Draftsman, Grade VII, promoted to Senior Draftsman, Grade VIII last September 1, 1977 or thereafter:

Salary as of December 31, 1976 - ₱649.20 (1st step)

Salary effective January 1,
1977 as adjusted under the
merit increase - - - - - ₱694.00 (2nd step)

Salary effective September 1,
1977, or thereafter - - - - - ₱738.60 (2nd step-
(considering that the first Gr. VIII)
step of Senior Draftsman is
lower than the salary as ad-
justed under the merit in-
crease).

or

Salary as of December 31, 1976 - ₱694.00 (2nd step)

Salary effective January 1,
1977 as adjusted under the
merit increase - - - - - ₱738.80 (3rd step)

Salary effective September 1,
1977, or thereafter - - - - - ₱784.00 (3rd step-
(considering that ₱738.80 is Gr. VIII)
in-between the 2nd and 3rd
steps of Grade VIII).

b) Assistant Design Engineer, Grade XI, promoted to Design Engineer, Grade XII last September 1, 1977 or thereafter:

Salary as of December 31, 1976 - ₱1097.60 (2nd step)

Salary effective January 1,
1977 as adjusted under the
merit increase - - - - - \$1176.00 (3rd step)
Salary effective September 1,
1977, or thereafter - - - - - \$1260.00 (2nd step-
(considering that the sala- Gr. XII)
ry as adjusted under the
merit increase is equal to
his rate in the new position).

Meritorious employees falling under cases 4a and 4b
above, and whose promotional appointments have al-
ready been approved prior to the issuance of this
Circular shall be issued another notice to adjust
their salaries to the next higher step of the grade
allocation of their new positions.

B. APPROVING OFFICIALS

The following officials are authorized to issue the
notices of adjustment as in previous instances of ad-
justment:

<u>OFFICIALS</u>	<u>COVERAGE</u>
a) Assistant Administrator for Engineering and Operations	Personnel under his Office; Chiefs of Divisions under the Construction Management/ Operations/Equipment Manage- ment/Project Development Departments; Chief of Divisions of Regional Irrigation Offices
b) Assistant Administrator for Finance and Adminis- tration	Personnel under his Office; Chiefs of Divisions under the Administrative/Finance/ Treasury Departments; un- der the Management/Legal/ Public Affairs and Infor- mation Staffs from Deputy Heads down to Division Chief level
c) Assistant Administrator for Special Projects	Personnel under his Office; Asst. Project Managers and Chiefs of Divisions of Special Projects
d) Chiefs of Departments/ Staffs	Personnel under their res- pective Departments/Staffs except Asst. Staff Heads and Chiefs of Divisions
e) Regional Irrigation Directors/Project Mana- gers	Personnel under their res- pective jurisdiction ex- cept Chiefs of Divisions

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

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

C. 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.

D. 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.

E. 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

Encl.:

- Annex "A" - List of Meritorious Employees
- Annex "B" - Revised Salary Scale of NIA
- Annex "C" - Notice of Salary Adjustment

Copy furnished:

The Corporate Auditor

November 29, 1977

REVISED SALARY SCALE/OF NIA
AS OF OCTOBER 1, 1976

ANNEX "B"

SALARY STEPS
(Pesos per Annum/Month)

SALARY GRADE	1	2	3	4	5
I Per annum:	5,035.20	5,304.00	5,707.20	6,110.40	6,513.60
Per month:	(419.60)	(442.00)	(475.60)	(509.20)	(542.80)
II	5,304.00	5,707.20	6,110.40	6,513.60	6,916.80
	(442.00)	(475.60)	(509.20)	(542.80)	(576.40)
III	5,707.20	6,110.40	6,513.60	6,916.80	7,320.00
	(475.60)	(509.20)	(542.80)	(576.40)	(610.00)
IV	6,110.40	6,513.60	6,916.80	7,320.00	7,790.40
	(509.20)	(542.80)	(576.40)	(610.00)	(649.20)
V	6,513.60	6,916.80	7,320.00	7,790.40	8,328.00
	(542.80)	(576.40)	(610.00)	(649.20)	(694.00)
VI	6,916.80	7,320.00	7,790.40	8,328.00	8,865.60
	(576.40)	(610.00)	(649.20)	(694.00)	(738.80)
VII	7,790.40	8,328.00	8,865.60	9,403.20	10,008.00
	(649.20)	(694.00)	(738.80)	(783.60)	(834.00)
VIII	8,265.60	8,803.20	9,408.00	10,080.00	10,752.00
	(688.80)	(733.60)	(784.00)	(840.00)	(896.00)
IX	9,408.00	10,080.00	10,752.00	11,558.40	12,364.80
	(784.00)	(840.00)	(896.00)	(963.20)	(1,030.40)
X	10,752.00	11,558.40	12,364.80	13,171.20	14,112.00
	(896.00)	(963.00)	(1,030.40)	(1,097.60)	(1,176.00)
XI	12,364.80	13,171.20	14,112.00	15,120.00	16,128.00
	(1,030.40)	(1,097.60)	(1,176.00)	(1,260.00)	(1,344.00)
XII	14,112.00	15,120.00	16,128.00	17,270.40	18,480.00
	(1,176.00)	(1,260.00)	(1,344.00)	(1,439.20)	(1,540.00)
XIII	16,128.00	17,270.40	18,480.00	19,824.00	21,168.00
	(1,344.00)	(1,439.20)	(1,540.00)	(1,652.00)	(1,764.00)
XIV	18,480.00	19,824.00	21,168.00	22,646.40	24,259.20
	(1,540.00)	(1,652.00)	(1,764.00)	(1,887.20)	(2,021.60)
XV	20,966.40	22,579.20	24,192.00	25,804.80	27,552.00
	(1,747.20)	(1,881.60)	(2,016.00)	(2,150.40)	(2,296.00)
XVI	24,192.00	25,804.80	27,552.00	29,568.00	31,584.00
	(2,016.00)	(2,150.40)	(2,296.00)	(2,464.00)	(2,632.00)
XVII	27,552.00	29,568.00	31,584.00	33,600.00	36,288.00
	(2,296.00)	(2,464.00)	(2,632.00)	(2,800.00)	(3,024.00)
XVIII	31,584.00	33,600.00	36,288.00	38,976.00	41,664.00
	(2,632.00)	(2,800.00)	(3,024.00)	(3,248.00)	(3,472.00)
XIX	36,288.00	38,976.00	41,664.00	44,352.00	47,308.80
	(3,024.00)	(3,248.00)	(3,472.00)	(3,696.00)	(3,942.40)

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

ANNEX "C"

_____, 1977

M _____
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
January 1, 1977, as an in-step merit increase.

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

Very truly yours,
For the Administrator:

Copy furnished:

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

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12-1-77