

Inig. Jee

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon  
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MC # 68 S. 1978

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS; CENTRAL OFFICE DEPARTMENT HEADS;  
REGIONAL IRRIGATION DIRECTORS AND PROJECT MANAGERS; IRRIGATION  
SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF NATIONAL IRRIGATION  
SYSTEMS; REGIONAL AUDITORS OR PROJECT AUDITORS AND FIELD EXAMINERS;  
AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Amendments and Addendum to MC #53, S. 1977 Re: Revised  
Incentive Bonuses and Cash Awards for Regional Irrigation  
Directors, Irrigation Superintendents, Operation and  
Maintenance Personnel and Collectors of Irrigation Fees

In the effort to improve on the incentive bonus system for collection  
of irrigation fees following some suggestions from various field offices  
the following amendments and addendum to MC #53, S. 1977 is hereby issued:

A M E N D M E N T S

1. Definition of Terms Used: (Sub paragraph 7 of paragraph I-A,  
page 1 of MC #53)

Collection Period: For purposes of Incentive Bonus, the collection  
period shall be from January 1 to December 31  
of one year.

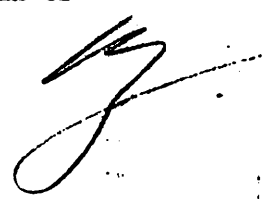
2. Credit of Collection: (Sub paragraph 3 of paragraph D, page 2 of  
MC #53)

3. Collection of irrigation fees/accounts in the office shall  
be credited 100% to the Team covering the Zone.

F. Incentive Bonus for Collection Teams

1. Conditions precedent to merit bonus for current and back  
irrigation fees:

- a. Remittance of collections and submittal of collection  
reports by collectors or assistant irrigation collectors  
to the Cashiers should be in accordance with existing  
rules and regulations. Delayed remittance of collection  
by a collector to the Cashier and delayed submittal of



collection reports by Cashiers to the Regional Accountant shall separately be penalized by a 25% reduction of the bonus of the collector, assistant collector, or Cashier (if he has a share) for each failure to submit on time.

*amended* b. The minimum gross collection for current and back irrigation fees for the System should be at least 60% of the base of the System.

2. Schedule of bonus from collection of current irrigation fees: (Sub paragraph 2 of paragraph F, page 3 of MC #53) - To read as follows:

*amended* Schedule of bonus from total collections of current and back irrigation fees:

a. For collections (current and back accounts) above 60% to 70% of the base ..... 10% Bonus on that portion of the total collection in excess of 60% but not more than 70% of the base.

PLUS: b. For collections (current and back accounts) above 70% of the base ..... 15% Bonus on that portion of the total collection in excess of 70% of the base.

ILLUSTRATION

Base of System ..... P100,000.00  
Total collection (current and back accounts) ..... P75,000.00  
Collection Percentage .....  $\frac{P75,000.00}{P100,000.00} = 75\%$  (Above 60% minimum requirement)

NOTE: System is entitled to Incentive Bonus.

	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C</u>	<u>Total</u>
Base .....	P37,000.00	P33,000.00	P30,000.00	P100,000.00
Total Collection .....	35,000.00	23,000.00	17,000.00	75,000.00
Collection Percentage ...	94%	69%	56%	75%

Computation of Bonus:

	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C</u>
1. <u>For collection over 70% of Base</u>			
Total collection .....	P35,000.00	P23,000.00	P17,000.00
Less: 70% of Base .....	<u>25,900.00</u>	<u>23,100.00</u>	<u>21,000.00</u>
Collection in Excess of 70% of Base .....	9,100.00	-0-	-0-
Multiply: Bonus Rate .....	<u>x .15</u>	-0-	-0-
Amount of Bonus for collection over 70% of Base..	P 1,365.00	-0-	-0-

	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C</u>
2. <u>For collection in Excess</u> <u>of 60% up to 70% of Base:</u>			
Total collection at least 70% of Base .....	P25,900.00	P23,000.00	P17,000.00
Less: Collection corresponding to 60% of Base .....	<u>22,200.00</u>	<u>19,800.00</u>	<u>18,000.00</u>
Collection over 60% up to 70% of Base .....	3,700.00	3,200.00	-0-
Multiply: Bonus Rate .....	<u>x .10</u>	<u>x .10</u>	<u>-0-</u>
Amount of Bonus for collection in Excess of 60% up to 70% of Base .....	<u>370.00</u>	<u>320.00</u>	<u>-0-</u>
TOTAL AMOUNT OF BONUS .....	P 1,735.00 vvvvvvvvvv	P 320.00 vvvvvvvvvv	-0- vvvvvvvvvv

3. Total Amount of Bonus of the System:

Zone A .....	P1,735.00
Zone B .....	320.00
Zone C .....	<u>None</u>
TOTAL .....	P2,055.00 vvvvvvvvvv

For the purpose of bonus computation, collections made and turned over to the NIA by the STANFILCO in the Siluay River Irrigation System shall be weighted at 70% of such amounts turned over. Thus if the base of the System is P400,000.00 and the collections amount to P350,000.00 turned over by STANFILCO and P40,000.00 from other irrigation water users the weighted collection percentage should be  $\frac{.7 (P350,000.00) + P40,000.00}{P400,000.00} = \frac{P285,000.00}{P400,000.00}$  or 71.25%, and the amount of bonus will be determined as follows:

1. Weighted collection .....	P285,000.00
Less: 70% of Base .....	<u>280,000.00</u>
Difference .....	P 5,000.00
Multiply by Bonus Rate .....	<u>x .15</u>
Amount of Bonus for collection above 70% of Base .....	P 750.00
2. 70% of Base .....	P280,000.00
Less: 60% of Base .....	<u>240,000.00</u>
Difference .....	P 40,000.00
Multiply by Bonus Rate .....	<u>x .10</u>
Amount of Bonus for collection in Excess of 60% up to 70% of Base .....	<u>P4,000.00</u>
Total Amount of Bonus .....	P4,750.00 vvvvvvvvvv

**G. Division of Bonus:** (Paragraph G, page 3 of MC #53)

1. The total bonus earned by the System or groups of Systems/Region/Special Project shall be divided among the members of the Collection Team and all other officers/employees of the System or groups of Systems who actively participated in the collection of irrigation fees upon recommendation of the Irrigation Superintendent/Officer-In-Charge duly approved by the Regional Irrigation Director or Project Manager concerned provided that no employee with unsatisfactory efficiency rating, or under administrative penalty, shall be entitled to a bonus.
2. **Bonus of Irrigation Superintendent/Officer-In-Charge of Systems/groups of Systems:** Bonus of Irrigation Superintendent or Officer-In-Charge of Systems/groups of Systems shall be 8% of the total bonus earned in the System/groups of Systems but in no case should exceed P1,000.00.
3. **Bonus of Regional Irrigation Director or Project Manager:** Bonus of the Regional Irrigation Director or Project Manager shall be 2% of the total bonus earned in the Region/Special Project area but in no case should exceed P1,000.00.

**System Office Committee:** (Paragraph 2, page 7 of MC #53)

The System Office Committee shall prepare the incentive bonus in accordance with MC #53, S. 1977, as amended by this Memorandum Circular and submit them to the Regional or Project Office Committee concerned not later than January 31 of every year.

**APPROVAL OF INCENTIVE BONUS:** (Paragraph 3, page 7 of MC #53)

3. The Regional Irrigation Director or Project Manager shall however, assume full responsibility for any illegal or irregular payment of incentive bonus as determined by the Central Office Finance Director. The Regional/Project Office shall therefore submit within one year from the payment of bonus, the computation of the incentive bonus paid and the names and designation of employees who shared in the bonus

with the corresponding amounts received by each, otherwise the payment shall be considered null and void.

A D D E N D U M

Systems Incentive: In accordance with the schedule hereunder and subject to the availability of funds, additional sums will be allocated to Systems or groups of Systems under one Irrigation Superintendent for use in the improvement of the System's office or the purchase of necessary office equipment and furniture when the total collections for the year is at least 60% of its collection base:

- (a) Two percent (2%) of that portion of the total collection not exceeding P500,000.00, plus
- (b) One and one-half percent (1½%) of that portion of the total collection over P500,000.00 but not exceeding P1,000,000.00, plus
- (c) One percent (1%) of that portion of the total collection over P1,000,000.00.

FORFEITURE: Any and all claims for bonuses for a collection period shall be considered forfeited if not claimed within two (2) years from the year immediately following the close of the collection period.

All other terms and conditions of MC #53, S. 1977, which are inconsistent with the above amendments and addendum are hereby revoked.

The above amendments and addendum shall be effective for the collections of the calendar year 1978 and shall be in force and effect until otherwise revoked and/or superseded.

  
ALFREDO L. JUNIO  
Administrator

October 25, 1978