

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

NOTED: 11/22/78

MC # 74, S. 1978

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. 3173-77 dated November 28, 1977.

Officials and employees in the active service of the NIA as of November 15, 1978 are entitled to incentive allowance equivalent to one (1) month's salary but not to exceed P2,500.00, subject to the following guidelines:

A. Coverage:

The following personnel in the active service of the NIA as of November 15, 1978 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 at least ten (10) months of continuous service in the NIA as of November 15, 1978 shall receive an incentive allowance equivalent to one (1) month salary (salary as of November 15, 1978) but not to exceed P2,500.00.

Daily rates in the NIA WAGE Scale shall be converted into its corresponding monthly rate in the NIA Monthly Salary Scale.

Ex. A Clerk I receiving P18.70/day (2nd step-Grade IV) as of November 15, 1978, shall be entitled to an incentive allowance equivalent to the second step of G-IV in the Monthly Salary Scale, P542.80.

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

No. of month's service x Monthly Rate

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.

- 2 -

C. Disqualifications: -

The following are not entitled to incentive allowance:

1. Employees who are serving an administrative penalty as well as those under preventive suspension from Office on November 15, 1978.
2. Employees on leave of absence without pay on November 15, 1978.
3. Employees separated from the NIA effective November 15, 1978 or earlier, including those on terminal leave on such a date.

D. Funding: -

The incentive allowance of those occupying positions authorized in the Regular Plantilla of Personnel shall be charged against the Current Operating Budget for 1978. Those whose positions are authorized under Projects Floating Plantillas shall be charged against their respective projects' 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 allowance 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.: The Administrative Director or the Business Manager, as the case may be.

The grant of the allowance herein provided for may be effected not earlier than November 27, 1978.

Compliance hereon is enjoined.

Subject to availability of funds as certified by Assistant Administrator for Finance and Administration.

(SGD.) ALFREDO L. JUNIO
Administrator

24 November 1978

FINANCIAL STATUS OF THE NIA
C.Y. 1978

Current Surplus (92) as of September 1, 1978

P 74,932,794.79

Add: Operating Income Collection Jan. - Sept. '78

Irrigation fee	P 15,328,332.20	
Equipment rental	2,409,197.71	
Management fee	3,220,852.49	
Discount on TB	21,117,595.18	
Social Pricing & Dev. Fund	32,649,000.00	
Building Rental	812,100.00	
Miscellaneous Income	4,392,446.12	
Add: Reversion of Accounts Payable	<u>4,796,087.91</u>	<u>34,725,611.61</u>
		159,658,406.40

Less: Current Operating Budget 1978

Salaries	P 105,108,745.00	
Maintenance & other expenses	26,673,514.00	
Equipment outlay	<u>1,167,340.00</u>	
Add: Capital Outlay NIA Housing Project and Real Estate of field offices	132,949,599.00	-(Expenses as of Oct. 31, 1978 = P99,248,490.00)
	<u>7,915,760.00</u>	
		<u>140,865,352.00</u>
		18,755,047.40

Actual Surplus as of September 30, 1978

Add: Estimated Collection October - December '78

Irrigation fee	P 6,500,000.00	
Equipment rental	215,000.00	
Social Pricing & dev. fund	12,351,000.00	
Discount on TB	1,131,830.33	
Building Rental	299,700.00	
Interest on money placement (PNB)	706,417.27	
Miscellaneous Income	<u>250,000.00</u>	
	P 21,453,947.60	
Add: Irrig. fee collection not yet trans- ferred to Central Office per CER	<u>15,139,069.95</u>	<u>36,593,017.55</u>
Total		55,386,064.95

Less: Collection of Pump Amortization which
will not be used to fund our current
operating budget per instruction of
the Administrator to BUB & SMD

1972	P 732,875.17	
1973	4,215,916.11	
1974	6,229,435.64	
1975	6,903,399.02	
1976	7,093,721.49	
1977	8,851,398.61	(Add about P8M for 1978)
	<u>34,026,746.04</u>	
Collection of BISA Pump Project	<u>1,236,534.64</u>	<u>35,263,280.68</u>
Expected Current Surplus as of December 31, 1978		P <u>20,122,784.27</u>

(SGD.) ZENAIDA C. SEBASTIAN
Chief Corporate Accountant

/zjs..